EMPLOYEE REFERENCE GUIDE
Employee Reference Guide

This Employee Reference Guide is a US-based document. Employees in Canada and Europe have access to Supplemental Guides that may supersede policies in this Guide. Employees shall respect all relevant laws and regulations that apply in the country in which they operate. Wherever relevant laws and regulations are more restrictive than the provisions of this Guide, the relevant laws and regulations take precedence over the policies in this Guide and/or the Supplemental Guide.

Pomeroy maintains other policies and procedures governing our business, which are not covered in the Employee Reference Guide. You are responsible for learning and following all other Company policies or procedures that may apply in the execution of your duties. Your supervisor or manager can provide you with the necessary information.

Note: The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Pomeroy and any of its employees.

Pomeroy at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

Legal Disclaimer: The materials presented herein are for general reference only. Federal, state or local laws or individual circumstances may require the addition of policies, amendment of individual policies and/or the entire Employee Reference Guide to meet specific situations. Some government forms may be presented in altered size, font or format and may not, therefore, meet federal or state requirements. These materials are intended to be used only as guides and should not be used, adopted or modified without the advice of competent legal counsel.

These materials are presented, therefore, with the understanding that we are not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Effective: 4/19/2011
Pomeroy Employee Reference Guide
Last revision date: 4/18/2011
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I acknowledge that I have read, received and fully understand the Pomeroy Employee Reference Guide.

I understand that Pomeroy is an "at-will" employer and as such employment with Pomeroy is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

No supervisor or other representative of the company (except the President and CEO) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

In addition, I understand that this Employee Reference Guide states Pomeroy policies and practices in effect on the date of publication.

I understand that nothing contained in the Employee Reference Guide may be construed as creating a promise of future benefits or a binding contract with Pomeroy for benefits or for any other purpose.

I understand that I must adhere to all Pomeroy regulations, policies and procedures.

I understand that I must adhere to all Pomeroy client regulations, policies and procedures if the course of work deems necessary to work on-site.

I understand that it is my responsibility to periodically review the policies, which are posted on the Intranet, in order to keep informed of any updates.

I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time without notice.

**Affirmation and Acknowledgment of Receipt**

By my signature below, I acknowledge and agree to all guidelines, procedures, policies, and practices as stated in the Employee Reference Guide. I understand that if I fail to abide by these guidelines, policies, procedures, and practices in any way, I will knowingly violate this Acknowledgement and my employment with Pomeroy may be terminated for cause, without prior notice.

---

**Employee Signature**

**Date**

**Employee Printed Name**
Welcome and Introduction

Whether you have just joined Pomeroy or have been here for a while, we are confident that you will find our company a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of Pomeroy to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this Employee Reference Guide. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should speak with your immediate supervisor or address your specific questions to the Human Resources Department.

Neither this Employee Reference Guide nor any other Company document, confers any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the President and CEO) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Third, this Employee Reference Guide and the information in it should be treated as privileged and confidential. No portion of this Employee Reference Guide should be disclosed to others, except Pomeroy employees and others affiliated with Pomeroy whose knowledge of the information is required in the normal course of business.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this Employee Reference Guide only briefly summarizes those benefits.

In summary, the Employee Reference Guide:

- Does not create not a contract, express or implied.
- Is not all inclusive, and is only a set of guidelines.
- Does not alter the "at-will" relationship between employer and employee.
- Does not guarantee employment for any definite period of time.
- Applies to all employees and should remain strictly confidential.
- Supersedes any previous Employee Reference Guide or unwritten policies.
- Can be changed by the organization unilaterally, at any time.
About Pomeroy

Founded in 1982, Pomeroy began as a retail store providing personal computers and software to customers from its location in downtown Cincinnati, Ohio. Initially employing 20, the company has since expanded with its broadened focus: optimizing the IT infrastructure.

In April 1992, Pomeroy completed an Initial Public Offering and in the years following, acquired over 20 different companies, expanding its portfolio of services. In a public-to-private transaction that closed in November 2009, Pomeroy became part of the Platinum Equity portfolio of companies.

Today, Pomeroy employs over 3,500 in the United States, Canada and Western Europe. Headquartered in the greater Cincinnati, Ohio, area, Pomeroy’s three-building, 20-acre campus is home to all corporate operations including its sales, service operations & delivery, human resources, and financial functions. Three hundred ITIL and HDI-certified analysts within Pomeroy’s 24,000 sq. ft. Global Service Center are available to service desk clients and their end-user customers 24/7/365. Its 170,000 square foot distribution center is ISO 9001:2008 certified.

Pomeroy is a leader in designing, implementing, and supporting – in short, optimizing – technology-based solutions for its clients. Extensive industry knowledge, flexibility and a dedication to innovation give its professional, highly certified staff the ability to create custom solutions to solve our clients’ information technology challenges. Pomeroy services are scalable, suited to projects of any size.

Pomeroy’s capability as an end-to-end services and technology provider sets it apart as a unique, one-stop alternative to IT self-management. Clients served include Fortune 1000 companies, as well as government and mid-market clients. We help our clients realize their business goals and objectives by using information technology to simplify complexities, increase productivity, reduce costs and improve profitability.
Changes in Policy

This manual supersedes all previous Employee Reference Guide, Employee Handbooks and memos.

While every effort is made to keep the contents of this document current, Pomeroy, reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employee.
The following chapter describes policies as they pertain to employment within Pomeroy.
Employee Definitions and Status

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: July 2011 | Effective Date: April 2011 |

Purpose

The following information provides a definition on employment classifications.

Scope

This policy outlines the definition of Full-Time, Part-Time or Temporary employees.

Policy

Employee Definitions

**Full-Time Employee**

You are a regular, full-time employee if during your employment with Pomeroy, you are regularly scheduled to work for at least thirty (30) hours per week. As a regular full-time employee:

- You are eligible to participate in all Pomeroy benefit plans in accordance with your offer letter, which may include: Medical, dental, vision, life insurance, disability, and flex (FSA).
- You are eligible for leaves of absence provided by Pomeroy.
- You are eligible to receive paid time off and holiday pay in accordance with the Time Off with Pay Policy. If you are scheduled to work fewer than forty (40) hours per week, your paid vacation and holidays will be pro-rated based on the regularly scheduled number of hours in your normal workweek.
- You may elect to participate in Pomeroy’s 401K plan.

**Part-Time Employee**

You are a regular part-time employee if during your employment with Pomeroy, you are regularly scheduled to work fewer than thirty (30) hours but at least twenty (20) hours per week. As a regular part-time employee:

- You may elect to participate in Pomeroy’s 401K.
- You are eligible to receive paid time off and holiday pay in accordance with the Time Off with Pay Policy.
- You are not eligible for participation in any other benefit plan offered by Pomeroy.
Temporary Employee

A Temporary employee is hired to work a reasonably predictable schedule, either full-time or part-time, for a period not intended to exceed twelve (12) months in duration and 1,000 hours worked. In the event or to the extent the duration of employment is extended beyond twelve (12) months and 1,000 hours for any reason whatsoever, the employee shall be deemed a regular full-time employee (or regular part-time employee as applicable). If the employee is not converted to a regular full-time employee or a regular part-time employee, the temporary employee shall be immediately terminated. For example, if a temporary employee has worked 12 months and 800 hours, the temporary employee will not need to be converted or terminated until the employee reaches both 12 months and 1,000 hours. However, if a temporary employee has worked 12 months and 1,000 hours, and is not converted, he/she will be terminated.

A Temporary employee may be eligible to participate in the Company’s 401(k) plan the first of the month after 30 days of continuous service. For questions, please contact Benefits@Pomeroy.com.

If an employee goes from part-time or temporary status to full-time status, he/she is eligible immediately for insurance benefits, providing he/she has been employed by the Company a minimum of thirty (30) days.

Direct inquiries: Human Resources, Benefits Manager
Approved by: SVP, Human Resources
Director, Human Resources
Purpose
The purpose of this policy is to make the distinction between Exempt (Salary) and Non-Exempt (Hourly) employees.

Scope
This policy outlines when employees of Pomeroy are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek.

Policy
An exempt employee is “exempt from overtime provisions” of the Fair Labor Standards Act (FLSA). This means there are no rules that govern an exempt workers employment. Managers, outside sales people and recognized professionals, such as doctors and lawyers, are typically exempt and receive no premium pay for working long hours and weekends.

A non-exempt employee is protected by the FLSA. They should receive preferential treatment in terms of their working conditions, and many states recognize this treatment in the form of regular breaks and lunch periods, as well as premium pay for over time. Management expects non-exempt employees to strictly adhere to their break and lunch schedules, have any overtime approved in advance and avoid taking work home.

Certain employees of Pomeroy may also be classified as “Exempt Hourly”. This classification strictly applies to computer employees. Certain Federal, State and Local laws apply. All exempt or non-exempt classification statuses must be approved by the Human Resources Department.

Direct inquiries: Human Resources, Benefits Manager
Approved by: SVP, Human Resources
Director, Human Resources
## Introductory Period for New Employees

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<th>Origination Date: 2006</th>
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### Purpose

The purpose of this policy is to establish the guidelines for the 90-day introductory period for new employees.

### Scope

This policy outlines the evaluation period in which Pomeroy evaluates and determines whether the employee has the skills, qualifications and motivation needed to succeed. The employee uses the period to evaluate whether he or she is a good match for the position and the company.

### Policy

An introductory period of employment is a period of time established by Pomeroy after the hire of a new employee during which the company and the employee evaluate whether a successful employment relationship can be created.

At Pomeroy the Introductory Period is typically a maximum of 90 days from the date of hire.

The Introductory Period does not confer any contractual right, either expressed or implied, to remain in the Company’s employ. Nor does it guarantee any fixed terms and conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company or you may resign for any reason at any time.

### Direct inquiries:

Human Resources, Manager of Recruiting

### Approved by:

SVP, Human Resources
Director, Human Resources
Equal Employment Opportunity and Affirmative Action Statement

CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011

It is the policy of Pomeroy to encourage and support Equal Employment Opportunity for all employees and applicants for employment without regard to sex, race, color, ancestry, religious creed, national origin, physical disability, mental disability, age, marital status, disabled veteran, Vietnam era veteran status or sexual/gender orientation. Employment decisions will be evaluated on the basis of the individual's skills, knowledge, abilities, job performance, and other legitimate qualifications. Equal Employment Opportunity is among the very highest priorities for Pomeroy.

Affirmative Action requirements of the federal government are designed to enhance employment opportunities for females and minorities, people with disabilities, disabled veterans, veterans of the Vietnam era, and other eligible veterans. Affirmative Action programs provide for fuller utilization and development of all human resources.

Affirmative Action and Equal Employment Opportunity affects all employment practices at Pomeroy including recruiting, hiring, transfer, promotion, training, compensation, benefits, and termination of employment.

The President and CEO is held responsible for EEO and Affirmative Action performance in this establishment. The president and CEO has assigned the Director of Human Resources the responsibility to develop and monitor Affirmative Action and other Equal Employment Opportunity programs. However, management personnel at every level must share in the responsibility for promoting Affirmative Action and Equal Employment Opportunity to ensure that compliance is achieved.

Equal Opportunity must be part of the fabric of all personnel decisions at Pomeroy. Successful performance on our Affirmative Action goals will provide benefits to the company to the full utilization and development of previously underutilized human resources.

Please see Diversity and Inclusion Policy for more information.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
                Director, Human Resources
Diversity and Inclusion Policy and Commitment to Equal Employment Opportunity

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2011 | Effective Date: April 2011 |

**Purpose**

The purpose of this policy is to support Pomeroy’s commitment to the principle of Equal Employment Opportunity and dedication to facilitating a diverse and inclusive workforce.

**Scope**

This policy outlines Pomeroy’s pledge to ensure our workforce is diverse and free from any form of discrimination.

**Policy**

In compliance with the law, as well as company policies and values, Pomeroy will work to ensure that our workforce is free from discrimination. Pomeroy further recognizes the principles of equal employment opportunity set forth in Title VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, parts 60-741 Handicap Requirements 6-250 Veteran Requirements, the Americans with Disabilities Act of 1990 (ADA), the Civil Rights Act of 1991, and all related acts, rules, regulations and relevant orders of other federal agencies, which oversee such activities.

Pomeroy recognizes its talented and diverse workforce as a key competitive advantage. Our business success is a reflection of the quality and skill of our people. Pomeroy is committed to seeking out and retaining the finest human talent to ensure top business growth and performance.

Diversity management benefits individuals, teams, our company as a whole, and our customers. We recognize that each employee brings his or her own unique capabilities, experiences and characteristics to the workplace. We value such diversity at all levels of the Company.

Pomeroy believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realize their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognize the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce, which result in high quality products and services, position Pomeroy to anticipate and fulfill the needs of our diverse customers, both domestically and globally. Pomeroy has clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent further incidents.

Pomeroy is diverse along many dimensions. Our diversity encompasses, but is not limited to, differences in ethnicity, gender, language, age, sexual/gender orientation, religion, socio-economic
status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive, and competitive.

Recruitment

As a global player, Pomeroy recruits people from all around the globe. We believe that our employees, who originate from many different cultural, linguistic, and national backgrounds, provide us with valuable knowledge for understanding complex international markets.

It is Pomeroy’s policy to recruit, hire, train, promote, and administer all other terms and conditions of employment on the basis of relevant job qualifications and without regard to race, religion, national origin, gender, age, sexual orientation, disability, marital status or veteran status. Discrimination, whether prohibited by law or by the policies of Pomeroy, will not be tolerated.

If you wish to discuss Pomeroy’s equal employment opportunity (EEO) policy and affirmative action programs, please contact your Human Resources Generalist.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
              Director, Human Resources
Americans with Disabilities Act

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

**Purpose**

The purpose of this policy is to prohibit discrimination on the basis of disability.

**Scope**

This policy outlines the regulations for considering qualified applicants in accordance with the ADA.

**Policy**

Pomeroy prohibits discrimination on the basis of disability against otherwise qualified individuals in regards to any term, condition, or privilege of employment. Pomeroy will consider qualified applicants with disabilities in its hiring process. If an applicant with a disability is qualified for a position that is available and can perform the essential requirements of the job, either with or without a reasonable accommodation, Pomeroy will consider that person on an equal basis. In addition, Pomeroy will consider reasonable accommodations to facilitate access to any applicant or employee with a disability.

Direct inquiries: Human Resources, Benefits Manager
Approved by: SVP, Human Resources
Director, Human Resources
Purpose
The purpose of this policy is to provide guidelines for I-9 verification.

Scope
In accordance with the Immigration Reform and Control Act of 1986, Pomeroy will only hire individuals, who are legally authorized to work in the United States.

Policy
All new employees are required to complete the employment eligibility verification Form I-9 and to submit documented proof of their identity and employment authorization prior to commencement of employment with Pomeroy.

Any new employee, who is unable to provide this information, will be suspended without pay, until their required information is provided, or three (3) days, whichever is shorter. If the information is not provided during this period, the new employee’s employment will be terminated.

Pomeroy participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee’s Form I-9 to confirm work authorization. We will notify employees of a Tentative Non-Confirmation (TNC) and provide them the opportunity to contest the TNC. Employees will be allowed to continue to work without penalty during the verification process.

Direct inquiries: Human Resources, Manager of Recruiting
Approved by: SVP, Human Resources
Director, Human Resources
Purpose
The purpose of this policy is to provide the requirements and regulations for the criminal Background check and motor vehicle record report.

Scope
This policy outlines the conditions of employment in regards to the criminal background check and MVR (Motor Vehicle Record) report.

Policy
All Pomeroy regular full-time, regular part-time and temporary full-time employees, as well as all consultants working for Pomeroy, will be required to sign a consent form to allow the company to perform:

1) A motor vehicle report to analyze and review an employee’s driving record.
2) A social security number trace.
3) A criminal background check in the jurisdictions where an employee was employed and/or resided for up to the past seven (7) years (or as permitted by state law).

MVRs will be obtained on all drivers of company vehicles, and those conducting business for Pomeroy using their personal vehicle, prior to being assigned to drive and annually thereafter. These reports will be kept on file. MVRs can be obtained by submitting the following information to Human Resource: A signed Authorization and Release Form.

If the results of the MVR show an excessive or suspended driving record, a waiver will be presented to the employee and manager. The employee and manager have 48 hours to return the signed notification to the Human Resources Department. Failure to comply with these processes will result in a mandatory unpaid leave of absence until such time the waiver has been fully executed. The unpaid leave of absence shall not exceed two (2) weeks. Failure to meet all guidelines and restrictions of these documents will also result in immediate disciplinary action, up to, and including termination.

As a condition of employment, all Management level employees, along with Executive, Information Technology, Finance and Accounting, and Human Resource departmental positions will require
the following prior to commencement of employment. All other positions within Pomeroy may also be required to undergo any one or all of the following prior to the commencement of employment with Pomeroy or at anytime thereafter during employment with Pomeroy due to customer contractual requirements:

1) A drug screening procedure to test for illegal substance use, substance abuse, or chemical dependency pursuant to the company’s drug screening practices.

2) Education and employment verifications.

3) A criminal background check in the jurisdictions where employed and/or resided for up to the past ten (10) years (or as permitted by state law).

4) A screening of credit history through a credit reporting agency (Credit report may be waived at the discretion of the Director of Human Resources.)

If the results of any one or all of these screenings are unsatisfactory, in the sole and complete discretion of Pomeroy or a Pomeroy client that an employee may be assigned to perform services of any nature or kind for incident to their employment with Pomeroy, Pomeroy reserves the right to:

1) Withdraw an offer of employment.

2) Terminate employment immediately.

3) Keep in the company’s employ, but decline to assign to a client account that otherwise would be disqualified to work on or for based upon screening results.

Unsatisfactory results may vary by customer contract requirements. However, Pomeroy maintains the following parameters for satisfactory results for employment:

1) No felony convictions within any reportable time. (Reportable times vary due to state laws and FCRA compliance.

2) No sex crimes within any reportable time. (Reportable times vary due to state laws and FCRA compliance.)

In the event Pomeroy obtains a report concerning credit history, Pomeroy will provide a copy of the completed Investigative Consumer Report to the employee, unless otherwise indicated by checking the waiver box on the Consent & Authorization for Release of Information form. Records of any such credit history report run by Pomeroy will be maintained on file by the company for three (3) years from report date. If Pomeroy denies a position based solely on negative results from the investigative consumer report, a copy of the report will be furnished to the employee free of charge. Disputed information is to be directed to the consumer-reporting agency.
Pomeroy also adheres to all client requirements for drug screens, background checks, and motor vehicle records reports. Client standards may exceed those listed above.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
              Director, Human Resources
Motor Vehicle Safety

CORPORATE POLICY

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Purpose

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles.

Scope

This policy outlines the correct and safe use of company vehicles.

Policy

Company vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by the mechanic. Spouses and other family members are not authorized to drive Pomeroy vehicles. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, Pomeroy endorses all applicable state motor vehicle regulations relating to driver responsibility. Pomeroy expects each driver to drive in a safe and courteous manner pursuant to the following safety rules.

Any employee who has a driver's license revoked or suspended must immediately notify his/her supervisor, and discontinue operation of any Pomeroy vehicle. Failure to do so may result in disciplinary action, including dismissal.

All accidents, regardless of severity, must be reported to the police and Human Resources. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.

Drivers must immediately report all summons received for moving violations during the operation of a company vehicle to his/her supervisor.

All Company drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations. Motor Vehicle Records will be ordered periodically to assess employees' driving records. An unfavorable record will result in a loss of the privilege of driving a company vehicle. The following system will be used to determine eligibility to operate a company vehicle.

All TYPE 'A' VIOLATIONS (as defined below) will result in termination of driving privileges for employees and will disqualify any potential driver employee. Any drivers (employees or applicants) meeting one of the following criteria will be restricted from operating a company or personal vehicle on company time:

- One or more type “A” violations in the last three (3) years.
- Three or more accidents (regardless of fault) in the last three years.
- Four or more Type “B” violations in the last three (3) years.
Any combinations of accidents and Type “B” violations which equal four (4) or more in the last three (3) years:

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<td>Negligent homicide arising out of the use of a motor vehicle (gross negligence)</td>
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<td>Operating during a period of suspension or revocation</td>
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<tr>
<td>Using a motor vehicle for the commission of a felony</td>
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<tr>
<td>Aggravated assault with a motor vehicle</td>
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<tr>
<td>Operating a motor vehicle without the owners’ authority (grand theft)</td>
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<tr>
<td>Speed contest (racing)</td>
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<tr>
<td>Hit and run (bodily injury or property damage)</td>
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</tbody>
</table>

Vehicle Insurance: check Pomeroy’s Company Intranet for the most current Vehicle Insurance Policy.

**Direct inquiries:** Human Resources, Manager of Benefits

**Approved by:** SVP, Human Resources

Director, Human Resources
Purpose

The purpose of this policy is to correctly handle all personnel records for the Human Resources Department.

Scope

This policy outlines the guidelines the Human Resources Department uses regarding recordkeeping.

Policy

The task of handling personnel records and related administration functions at Pomeroy has been assigned to the Human Resources Department. Personnel files will be kept confidential at all times and include some or all of the following documents:

- W4 and other tax documents.
- Employment agreements.
- Pay plans, etc.

All medical records and I-9 forms, if any, will be kept in a separate confidential file.

Personnel records will not be disclosed unless required by law, requested by subpoena, or requested with a release and/or consent by the employee.

Direct inquiries: Human Resources, Employee Relations
Approved by: SVP, Human Resources
              Director, Human Resources
Purpose
The purpose of this policy is to set guidelines for employee access to their personnel record.

Scope
This policy outlines how to handle requests by employees for access to their personnel records.

Policy
Employee personnel records are maintained in the Human Resources Department. Personnel files will be kept confidential at all times and include some or all of the following documents:

- W-4 and other tax documents.
- Employment agreements.
- Pay plans, etc.

Employees, or their representative, may request access to their basic personnel file.

As required by law, some records that pertain to employees, (i.e., files relating to medical issues and/or internal investigations) are maintained in separate files. Depending on the circumstances, employees may be provided access to records that pertain to internal investigations, with appropriate redactions to protect the rights of others.

Since Pomeroy is a private employer, access to an employee’s personnel file is not required by law. However, access may be granted to employees if requested. All requests for access to your personnel file must be provided in writing to Human Resources. Upon receipt of your written request, Human Resources will schedule an appointment for you to view your file during normal business hours in the presence of Human Resources personnel.

Upon written request to the Human Resources Department, an employee may examine their personnel file. An employee may comment in writing on any item in their file. Such comments will be made a part of their file and will be attached to the specific record or document to which they pertain. Employees are not permitted to remove or copy any documents from the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to Human Resources.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources

Access to Personnel Records

<table>
<thead>
<tr>
<th>CORPORATE POLICY</th>
<th>Origination Date: 2010</th>
<th>Revision Date: November 2010</th>
<th>Effective Date: April 2011</th>
</tr>
</thead>
</table>
Purpose

The purpose of this policy is to provide guidance for informing Pomeroy of any change in personal data.

Scope

This policy outlines the process for changing personal data or information.

Policy

Any change in an employee’s name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the Human Resources Department (payrollforms@pomeroy.com). You will also need to update your self-service benefit sites as applicable: Fidelity Investments 401k website at http://netbenefits.401k.com and/or Benefits Enrollment: http://pomeroy.4mybenefits.com.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
Purpose
The purpose of this policy is to release only objective information and provide proper legal guidance when releasing sensitive information.

Scope
This policy outlines the information Pomeroy will release to third parties and defines the proper process for employees who are asked to provide character references for former or current employees. This policy applies to all employees.

Policy
All requests for verification of employment or references should be directed to the Human Resources Department (1-800-846-8727); only representatives with the Company’s Human Resources Department are authorized to provide the requested information or documents.

Per the Privacy Act of 1974, “No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains…”

Verifications
Pomeroy will release only dates of employment via phone with verification of the last four digits of the Social Security number. No other information will be given via phone.

Pomeroy will release dates of employment, pay, and job title with a notarized consent form signed by the former/current employee. This can be sent via mail, email, or fax to the Human Resources Department.

References
It is the policy of Pomeroy to provide neutral references concerning former employees. The Human Resource Department is designated to respond to all reference check inquiries from other employers, governmental agencies, etc. All phone calls, emails, written inquiries or any form of contact concerning references for current or former employees should be referred to the Human Resources Department.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
             Director, Human Resources
Workplace Safety

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

Purpose
The purpose of this policy is to provide safe and healthy working conditions in all offices and facilities and to fully comply with regulations of the Occupational Safety and Health Act of 1970 (OSHA).

Scope
This policy outlines workplace safety violations and the correct manner in which to report unsafe conditions.

Policy
It is the responsibility of each employee that all work tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified by Pomeroy for use in a particular area or with a client.

Furthermore, all employees of Pomeroy should be at least 18 years of age. Pomeroy will not hire minors under the age of 18.

Any conduct which physically harms, or threatens to harm, any person or property, including intimidation, physical altercations, threats (whether verbal or written), or vandalism will not be tolerated. If you have knowledge of such behavior occurring in the workplace, it is your responsibility to immediately contact your supervisor or Human Resources representative as soon as possible. By surfacing the problem, you enable Pomeroy to investigate and to take immediate and appropriate corrective action.

You should report any unsafe conditions immediately to your supervisor, or facilities manager.

Employees are strictly prohibited from carrying concealed firearms, weapons or explosives on Company property and from taking concealed weapons onto a customer site while acting in the scope of Employee's employment for Pomeroy. This prohibition includes, but is not limited to, rifles, handguns, knives, and explosive devices of any nature or kind. Company property means all property owned, leased or under the control of Pomeroy, including, but not be limited to, Pomeroy's vehicles, Headquarters, Logistics Center, storage facilities, Global Service Center, parking lots or other client facilities.
Failure to follow safety guidelines which places the employee, volunteer, visitor, or client property at risk can lead to disciplinary action, up to, and including termination.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
Employee Identification Badge Policy
Applicable to Corporate Campus only

| CORPORATE POLICY | Origination Date: 2011 | Revision Date: February 2011 | Effective Date: April 2011 |

Purpose

This policy supports Pomeroy’s commitment to maintaining a safe and secure work environment by ensuring access to secured areas on Corporate Campus is appropriately monitored and managed.

Scope

This policy outlines the requirements of the Employee Identification Badge Policy, procedure for replacing the Badge, and consequences for misuse or abuse of physical badges.

Policy

Employee identification badges are issued to all personnel working at the Corporate Headquarters Campus. The identification badge, which includes the employee’s name, photograph and department, is required to gain access to buildings on Pomeroy’s Corporate Campus. Employees are required to wear identification badges in plain view while on corporate property. If the Badge is lost or stolen, the employee will be assessed a fee of $10.00 for a replacement badge. Lost or stolen identification badges must be reported to Security and the employee’s supervisor immediately. Any misuse, alteration or fabrication of the Badge may subject the holder to disciplinary action by Pomeroy up to and including termination. Use of a Badge by an individual other than the person to whom it is issued is prohibited. Upon termination, employees are required to return the Badge to the Company. Otherwise, a $10.00 replacement fee will be deducted from the holder's final paycheck.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
Visitors in the Workplace

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2011 | Effective Date: April 2011 |

Purpose

This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the company’s professional work environment.

Scope

This policy promotes the safety, insurance, and other business considerations that must be taken into account when visitors enter the workplace.

Policy

Only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through the main reception area and sign in and sign out at the front desk. The visitor is to have a Pomeroy employee with him/her at all times.

Former employees must have explicit, written consent to be on Pomeroy premises, or client premises. All former employees must report to the front desk upon arrival.

No animals are allowed in the workplace with the exception of service animals.

Children in the workplace

The presence of children in the workplace with the employee parent during the employee’s workday is inappropriate and is to be avoided except in emergency situations. If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee’s area, and any possible disruption to the employee’s and co-workers’ work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
Purpose

The purpose of this policy is to establish uniform practices regarding the employment of relatives and facilitate a positive working environment free of potential conflicts such as favoritism, or personal conflicts from outside the work environment which can be carried into the daily working relationship. The intent of this policy is to prevent partiality in the hiring, promotion, demotion, reassignment, and transfer of employees, thereby limiting the negative effect on morale and the appearance of impropriety.

Scope

This policy outlines the guidelines for the hiring, management and working relationship of relatives.

Policy

Pomeroy is pleased to consider for employment qualified applicants who are related to employees. When Pomeroy employs more than one member of a family, one family member may not supervise the other. Close relatives, partners, those in a dating relationship or members of the same household may be hired only if they will not be working directly or indirectly for, or supervising a relative. In addition, he or she will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include, but are not limited to: hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current and potential employees.

Family member is defined as one of the following relationships: parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin, and relationships by marriage – husband, wife (as defined by state law), step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples/significant others.

If any employee, after employment, enters into one of the above relationships, management must be notified immediately and one individual must seek a transfer or a change in the reporting relationship. Such changes must be reviewed and approved by the Director of Human Resources. If a decision cannot be made among the affected employees within sixty (60) days, reassignment will be made upon direction of the Director of Human Resources. During those sixty (60) days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.
Situations which existed on or prior to the Origination Date of this policy must be remediated to conform with this policy as soon as practicable under the circumstances; but in no event should any such situation be permitted to remain in existence for more than six (6) months from the Origination Date of this policy. During this remediation period, management will advise the employees of the HR-approved alternatives, if or as such alternatives are or may become available. If an HR-approved alternative is presented to and declined by the employee(s) involved and/or the employee(s) do not fully cooperate and comply with all Company policies and procedures at all times during employment with the Company, the employee(s) employment may be adversely effected up to and including immediate termination, whether the 6-month remediation period has been exhausted or not. If no HR-approved alternative is identified and effectuated within six (6) months from the Origination Date of this policy, for whatever reason, then management, with the approval of the Human Resources Department, shall take the action it deems necessary and appropriate to remediate the situation accordingly. Such action may include an involuntary transfer or termination of employment.

**Employee Responsibility**

All applicants for employment with Pomeroy are required to disclose the names of relatives currently employed by Pomeroy, as indicated on the employment application. Current employees are required to disclose any prohibited employment relationship that may be created due to the promotion, demotion, reassignment, or transfer of the employee. Failure of the employee to provide this information may be grounds for termination.

**Direct inquiries:** Human Resources, Human Resources Generalist

**Approved by:** SVP, Human Resources

Director, Human Resources
All employees are urged to become familiar with Pomeroy’s standards of conduct as stated below. All are expected to follow these rules and standards faithfully in doing their own jobs and conducting Pomeroy’s business. The following chapter is designated to outline these practices.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
Purpose

To maintain a productive work environment, all employees are expected to be reliable and punctual in reporting for scheduled work, as absenteeism and tardiness place a burden on other employees and on Pomeroy.

Scope

This policy provides guidance for employees regarding proper attendance when employed at Pomeroy.

Policy

Excellent attendance is an expectation of all employees of Pomeroy. Daily attendance is especially important for hourly employees whose customers and coworkers have the expectation of on-time service delivery.

Poor attendance and excessive tardiness are disruptive to the normal workflow. If you are frequently absent or tardy, your manager will discuss the matter with you and a written document will be placed in your personnel file.

Pomeroy Management may implement disciplinary action, up to and including termination of employment, for excessive tardiness/absenteeism. While all employees, both exempt (salaried) and non-exempt (hourly), are expected to be present and report timely to work, the following guidelines have been established for non-exempt (hourly) employees:

- Report to work no sooner than five (5) minutes prior to the start of the shift
- Start at your designated work location at the start of the shift
- Remain at your work location unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks) and lunch
- Take only the time established for breaks and lunch
- Remain at work during your entire shift, unless excused by a supervisor
- Do not leave until the scheduled end of your shift, unless excused by a supervisor
- Leave promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point

Absence Guidelines:

Employees are expected to have no more than three (3) absences from their scheduled shift within a rolling 12-month period. An absence is defined as:
The employee misses or is absent one workday for a single reason (i.e., flu, family illness, hospitalization); this is considered one full absence.

More than two (2) hours late reporting for a scheduled shift is a full absence. If the employee leaves two (2) or more hours prior to the end of the scheduled shift, this is one full absence.

An absence for one or more consecutive workdays may be considered one occurrence.

If an employee returns from an absence (due to injury or illness) and goes out again due to the same related illness or injury, the absence may be considered part of the same occurrence, depending on the situation.

It is the employee’s responsibility to communicate to the manager when he or she is out. Whether the employee is absent for one day or two or more consecutive days, an employee is required to notify the manager each day he or she is absent. Employees must notify their supervisor as soon as they are aware of an impending absence or tardiness and no later than one (1) hour (60 minutes) prior to the beginning of their shift. Employees are required to make direct contact, by telephone, with their supervisor when calling in to report an absence. An instant message, text message or email does not qualify as proper notification.

No Call/No Show

Not reporting to work and not providing proper notification of the absence is considered a “no-call/no-show” and will result in immediate disciplinary action up to and including termination. Any ‘no-call/no-show’ lasting three (3) consecutive days is considered ‘job abandonment’ and may result in immediate termination of employment.

Tardiness Guidelines:

Employees are expected to have no more than four (4) instances of tardiness from their scheduled shift within a rolling 12-month period. An instance of tardiness is defined as:

- The employee is one (1) minute to two (2) hours late; this is considered one (1) tardy. If the employee leaves work early one (1) minute to two (2) hours prior to the end of the scheduled shift, this is considered one (1) tardy.
- More than four (4) instances of tardiness in a rolling 12-month year can result in immediate termination of employment, unless covered under an approved LOA (see Leave of Absence Policy).

More than one (1) occurrence in a 30-day period is outside of the acceptable guidelines and would require a Corrective Action Notice. Further incidents may lead to formal disciplinary action. Pomeroy management reserves the right to employ disciplinary action, up to and including termination of employment, at their discretion, for excessive absenteeism/tardiness.

Guidelines for Breaks:

The Company recognizes that employees work better when they are rested and refreshed.
During each four (4) hours that an employee works, a 15-minute rest period is permitted whenever possible. Supervisors should advise employees of particular arrangements for rest breaks in their departments.

- Rest periods may not be accumulated for later use (to extend lunch breaks, or arrive late or leave early) and may not be combined to use for longer breaks.
- Rest periods are to be counted as time worked.
- Employees are expected to take their scheduled lunch break at the designated time and for the scheduled duration.
- Non-exempt employees are not permitted to work during their lunch breaks and must accurately report the time.

Breaks for Breastfeeding Mothers:

The Company provides unpaid, reasonable break time for an employee to express breast milk for one year after a child’s birth. Breastfeeding breaks are:

- Unpaid breaks.
- Provided in addition to the standard paid breaks and unpaid meal break.
- The standard paid breaks and unpaid meal break may also be used as breastfeeding breaks.

**Notice of Absence or Tardiness**

Proper Notice of Absence or Tardiness is defined as follows:

- For a scheduled absence of eight (8) hours or more, employees must give a notice of two (2) weeks (14 days) by submitting a “Time-Off Request Form.”
- For a scheduled absence of less than eight (8) hours, employees must give a notice of two (2) weeks (14 days) by submitting a “Time-Off Request Form.”
- Employees must notify their supervisor as soon as they are aware of an impending absence or tardiness and no later than one (1) hour (60 minutes) prior to the beginning of their shift.
- Employees are required to make direct contact, by telephone, with their supervisor when calling in to report a tardiness or absence. An instant message, text message or email does not qualify as proper notification.
- The company does not require documentation regarding the reason for absences. All absences from scheduled work are included in an employee’s attendance record, regardless of the reason (except in cases of approved Leave of Absence, see Leave of Absence Policy).

**Direct inquiries:** Human Resources, Human Resources Generalist

**Approved by:** SVP, Human Resources

**Director, Human Resources**
Purpose

The purpose of this policy is to provide guidelines for alternative work arrangements such as working from home (Virtual Office).

Scope

This policy applies to all employees and provides the definition of a Virtual Office (VO), as well as the suitability, job responsibilities, communication, equipment, and workspace of a Virtual Employee.

Policy

A Virtual Office (VO) allows an employee who does not have Company or customer-provided office space to work 100 percent of his or her regular workweek at home, on the road, or in a designated satellite location. VO is a work alternative that may be appropriate for some employees and some jobs. It is not a guaranteed work option. The approval or rejection of VO requests in no way alters the mutual at-will employment relationship. VO, as a flexible work arrangement for employees of the Company, can be discontinued at any time at the discretion of the Company. Any virtual office agreements must be approved by the Human Resources Generalist. Questions or concerns regarding this Policy and/or its applicability should be referred to the Human Resources Director.

This Policy supersedes all existing and former policies and addendums related to virtual office and telecommuting.

Job Responsibilities and Communication

The employee and Manager will agree on the work schedule the employee will customarily maintain and the manner and frequency of communication. In addition, they must also agree to the employee’s accessibility by phone or email and what the reasonable time period is for responding to the Manager.

The employee and Manager must complete a VO Agreement. Completed and signed copies of the agreement should be delivered to Corporate Human Resources and will be kept in the employee’s personnel file for reference.

Time Spent Away from the Virtual Office Site
All duties performed by employees working in Virtual Offices must be conducted at the agreed upon, and approved, Virtual Office site. Leaving the Virtual Office worksite during work hours for any reason other than lunch and rest breaks must be approved by the employee’s manager. All time off or time spent away from the virtual office during regularly schedule work hours must be approved by the employee’s manager. Time spent working in any space away from the agreed upon, and approved, Virtual Office site that has not been approved in advance may result in disciplinary action up to and including termination.

**Equipment and Work Space**

The Company will provide company-standard equipment, software, and communication packages.

The IT Department will determine on a case-by-case basis, with information supplied by the employee and the manager, any additional equipment, software, or communication needs. This determination will focus on requirements needed to complete project tasks being worked by the VO worker. The Company reserves the right to make determinations as to the appropriate equipment package, which is subject to change at any time.

**Childcare and Family Members**

VO working is not designed to be a replacement for appropriate dependent care or childcare. The focus of the arrangement must remain on job performance and meeting business demands. Prospective VO workers are encouraged to discuss expectations of the work arrangement with family members prior to entering into an agreement.

**Information Asset Security**

With the Company’s expectations of information asset security for employees working at the office full-time, employees will be expected to ensure the protection of proprietary Company and Customer information used at and accessible from their VO.

**VO Safety**

Employees are responsible for ensuring that their VO is maintained in a safe manner and that equipment is in good working condition. In addition, employees are also responsible for acting in a safe and responsible manner in their VO.

**Tax and Other Legal Implications**

According to IRS guidelines, many employees are not able to deduct home office space from their personal tax filings. Each situation is judged on its own merits and employees should consult their personal tax advisor for their particular situation. Employees can contact their local IRS office and request publication 587 (IRS) to evaluate their own circumstances.

For VO employees, the company may recognize their residence state as their work state for payroll tax purposes. Employees working on other business sites (traveling to see customers or
marketing) or are on the road the majority of the time may have their work state for payroll taxes based either on the base of operations for the division/project or the place from which work is directed/controlled. In either case, it is important that a Payroll representative is made aware of the arrangement to ensure proper payroll reporting for tax purposes. Please contact the Payroll Department for tax-related questions.

The Company does not offer any personal tax consulting. Employees are responsible for determining their own tax implications and satisfying their personal tax obligations.

**Home Office Insurance**

Working in a home office presents personal insurance related issues that the employee does not have to deal with when working out of a traditional office environment. While it is expected that the frequency of home office business visitors is minimal, the employee should be prepared for the possibility of a vendor (i.e., a PC repairperson) claiming liability against the employee or the Company. In case of an event such as this, the Company’s business liability coverage may extend to cover the employee. Each employee is strongly encouraged to check their homeowner’s policy to determine if they are covered under the incidental business liability clause for business exposure.

Injuries sustained by the employee while at their VO location and in conjunction with their regular work duties are normally covered by the Company’s Workers’ Compensation insurance policy. VO employees are responsible for notifying the employer of such injuries in accordance with company worker’s compensation procedures. The employee is liable for any injuries sustained by visitors to their work site.

**Term of Agreement**

Upon termination of this agreement, it is the employee’s responsibility to return company-owned equipment and property.

**Direct inquiries:** Human Resources, Human Resources Generalist
**Approved by:** SVP, Human Resources
**Director, Human Resources**
Purpose

The purpose of this policy is to show Pomeroy’s commitment to maintaining a work environment in which its employees are free to pursue their career goals unhindered by discrimination or harassment of any kind.

Scope

This policy outlines all forms of harassment prohibited by Pomeroy.

Policy

Pomeroy does not tolerate any form of harassment or unlawful discrimination of employees by anyone, including any supervisor, co-worker, vendor, client, customer, or any third party.

Types of harassment include harassment based on sex, race, color, religion, gender, age, mental or physical disability, national origin, marital status, veteran status, sexual/gender orientation, or any other characteristic protected under federal or state law or local ordinance. Unlawful harassment may take any one of many forms, including, but not limited to, verbal, visual, or physical conduct that creates an offensive, hostile or intimidating work environment. Any employee who engages in such illegal conduct will be subject to disciplinary action, up to and including immediate termination.

Sexual Harassment in the workplace is illegal and will not be tolerated. The following is a statement of Pomeroy policy which strictly prohibits Sexual Harassment:

Pomeroy strictly prohibits verbal or physical conduct by any employee which harasses, disrupts or interferes with another employee’s work performance or which creates an intimidating, offensive or hostile working environment. Pomeroy strictly prohibits any supervisor or manager from making submission to sexual advances a condition of employment, continued employment, evaluation, compensation, benefits, promotion or any other privilege, term or condition of employment or career development.

Pomeroy strictly prohibits any employee from engaging in sexual harassment in the workplace, including, but not limited to: 1) unwelcome or offensive sexual flirtations, advances, propositions or touching; 2) the use of sexually explicit verbal commentary about an individual’s body or clothing, sexually suggestive or degrading words used to describe someone of a particular sex, and other abusive or offensive language; and 3) the display of sexually explicit or suggestive literature, pictures, photographs, documents or other objects. This conduct is unacceptable whether
between employees or other persons with whom there is on-the-job contact, such as vendors and customers. Pomeroy encourages employees who believe that they have encountered harassment in the workplace to report the incident. In an effort to eliminate barriers and reduce inhibitions that an employee may have about making a report about sexual harassment, Pomeroy has adopted the following reporting procedure:

1. Any time a complaint is made to an immediate supervisor/manager, or an immediate supervisor/manager hears about an incident, the immediate supervisor/manager should promptly report the complaint to Human Resources for investigation.

2. If, however, the employee's complaint involves their immediate supervisor, employee should report the complaint of sexual harassment to Human Resources. Human Resources is charged with the responsibility of conducting a thorough investigation of the complaint. All complaints are handled confidentially where reasonably possible under the circumstances.

3. In the event the employee is uncomfortable reporting the complaint of sexual harassment to his or her immediate supervisor and to Human Resources, the employee should report his or her complaint of sexual harassment to the Company's General Counsel. Pomeroy is cognizant that employees may be uncomfortable making a report of harassment to a member of the opposite sex. Therefore, the employee may also report the complaint of sexual harassment to any member of management who holds a Vice President level or higher position in the Company.

All allegations of harassment will be investigated with regard for the rights of all concerned. Said complaints will be investigated as promptly and confidentially as possible and the employee will be notified of the results of Company's internal investigation.

Any employee may, if dissatisfied with the internal company investigation or disposition of a complaint of sexual harassment, make a written complaint directly to Human Resources. To contact Human Resources by phone, call (800) 846-8727.

Any employee who engages in this illegal conduct will be subject to disciplinary action, up to and including immediate termination.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
               Director, Human Resources
Confidential Information and Nondisclosure

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

**Purpose**
The purpose of this policy is to maintain the integrity of Pomeroy business information.

**Scope**
This policy outlines the approach when handling sensitive, confidential or proprietary material while employed at Pomeroy.

**Policy**
During your employment with Pomeroy, you may be in contact with confidential and proprietary material of Pomeroy and/or its clients. Such information, knowledge or data includes, but is not limited to: lists, personnel literature and manuals, sales literature, memoranda, applicant folders, profiles, forms, diskettes, client business cards, filing systems, data files, accounting or financial data, pricing or salary data, marketing data, business plans and strategies, negotiations and contracts, customer or vendor lists, inventions and discoveries. These materials are the property of Pomeroy or its clients and should only be used in the course of normal business activity.

Employees of Pomeroy may not, during and after employment, disclose any part or all of Pomeroy’s materials, client information, prospect information, or technical employee information, all without limitation, to any person, film, corporation, association or other entity for any reason.

Personal information, or requests, or conversations held with the Human Resources Department are held in the highest confidentiality. Employee information and files are kept secured and are not accessible except by privileged parties. The conduct of the Human Resources department will be held to the highest integrity and dignity standards.

**Direct inquiries:** Human Resources, Human Resources Generalist
**Approved by:** SVP, Human Resources
                  Director, Human Resources
Purpose

The purpose for this policy is to hold its employees to the highest standards of honest and ethical conduct when conducting the affairs of Pomeroy.

Scope

The policy sets out the principles to which all employees of Pomeroy are expected to adhere and advocate in meeting these standards.

Policy

Employees will not commit acts contrary to these standards of ethical conduct nor shall they condone the commission of such acts by others within Pomeroy.

General Standards of Ethical Behavior

- Promote the best interests of Pomeroy at all times; conduct one’s personal and professional affairs in a way that avoids both real and apparent conflicts of interest between one’s interests and the interests of Pomeroy; and refrain from engaging in any activity that would compromise one’s professional ethics or otherwise prejudice one’s ability to carry out one’s duties to Pomeroy. No employee shall defame the character of Pomeroy on any public forum. This includes social networking websites, blogs, or any other forum.

- Communicate and report financial information in a manner that facilitates the highest degree of clarity of content and meaning so that readers and users will be able to quickly and accurately determine their significance and consequence.

- Encourage open communication and full disclosure of financial information by providing a well understood process under which management is kept informed of financial information of importance, including any departures from sound policy, practice, and accounting norms.

- Ensure that all relevant staff members understand Pomeroy’s open communication and full disclosure standards and processes.

- Refrain from disclosing confidential information acquired in the course of one’s work except where authorized, unless legally obligated to do so.

- Inform subordinates, as appropriate, regarding the confidentiality of information acquired in the course of their work and monitor, as needed, to ensure that subordinates maintain that confidentiality.
• Refrain from using or appearing to use confidential information acquired in the course of their work for unethical or illegal advantage, either personally or indirectly through others.

Standards Regarding Financial Records and Reporting

• Establish appropriate systems and procedures to ensure that business transactions are recorded on Pomeroy’s books in accordance with Generally Accepted Accounting Principles, established company policy, and appropriate regulatory pronouncements and guidelines.

• Establish appropriate policies and procedures for the protection and retention of accounting records and information as required by applicable law, regulation, or regulatory guidelines.

• Establish and administer financial accounting controls that are appropriate to ensure the integrity of the financial reporting process and the availability of timely, relevant information for the safe, sound, and profitable operation of Pomeroy.

• Completely disclose all relevant information reasonably expected to be needed by Pomeroy’s internal and external auditors for the full, complete, and successful discharge of their duties and responsibilities.

Compliance with Laws

Employees of Pomeroy must respect and follow the laws, rules and regulations of the local, state and federal governments. If any such law, rule or regulations conflicts with a policy in this Code, you must comply with the applicable law, rule or regulation; however, if a local customer or policy conflicts with this Code, you must comply with the Code.

Compliance with Code of Ethics

If employees have knowledge or are suspicious of any non-compliance with any section of this Code or are concerned whether circumstances could lead to a violation of this Code, they should discuss the situation with their immediate supervisor. The employee may contact a member of management directly for advice if the circumstances are such that it would be inappropriate to involve their immediate supervisor. Pomeroy will not allow any retaliation against a director, officer or employee who acts in good faith in reporting any such violation or suspected violation.

If directors or executive officers have knowledge or are suspicious of any non-compliance with any section of this Code or are concerned whether circumstances could lead to a violation of this Code, they should discuss the situation with the Audit Committee of Pomeroy.

Accountability for Adherence to the Code

All directors, officers and employees are responsible for abiding by this Code. This includes individuals responsible for the failure to exercise proper supervision and to detect and report a
violation by their subordinates. Discipline may, when appropriate, include dismissal.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
Purpose

The purpose of this policy is to promote a safe and productive work environment and increase public safety.

Scope

This policy outlines the use of personal cell phones and PDA’s at work and the safe use of cell phones or PDA’s by employees. This policy applies to all employees.

Policy and Procedure

While at work employees are expected to exercise discretion in using personal cellular phones and PDA’s. Pomeroy will not be liable for the loss of personal cellular phones or PDA’s brought into the workplace.

Personal cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

Employees may carry and use personal cell phones while at work during break time. If employees use of a personal cell phone (including texting) causes disruptions or loss in productivity, the employee may become subject to disciplinary action. Excessive personal calls and personal texting during the work day, regardless of the phone used, interferes with employee productivity and is distracting to others. Employees are encouraged to make any other personal calls on non-work time and to ensure that friends and family members are aware of company policy.

Safety Issues for Cellular Phone and PDA Use

If an employee is operating a company vehicle and receives a call on a cell phone (without a hands-free device), the employee may decide to answer, (however, it is not required to do so), but shall ask the caller to hold, put the phone down and pull to the side of the roadway, into a parking lot or other safe location to respond to the call.

Employees whose job responsibilities include regular or occasional driving and who are using a cell phone or PDA for business use are expected to refrain from using their phone while driving – use of a cell phone or PDA while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or use hands-free operations, refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.
Hands-free equipment is an option to use with certain cellular phones. A “Hands Free” system enables you to speak on the phone and still have both hands available to drive the vehicle. Use of cell phones while driving with a “hands-free” system has the following safety restrictions that must be adhered to:

All cell phone users may decide to, at the employee’s discretion, receive incoming calls provided a “hands free” system is utilized. Due to the possible distraction, this is not a recommended practice.

It is strongly recommended that no phone calls are to be initiated unless the vehicle is stationary. Sitting at a red light does not qualify as a stationary vehicle. Dialing or texting while driving is prohibited.

Employees who are charged with traffic violations resulting from the use of their phone or PDA while driving will be solely responsible for all liabilities that result from such actions. Certain states’ laws ban the use of cell phones, hands-free devices, and/or texting while driving.

It is the sole responsibility of each employee to follow and familiarize themselves with all state laws regarding texting/cell phone/hand held device use while operating a motor vehicle during their employment with Pomeroy.

**Video or Audio Recording Devices**

The use of camera phones, PDA’s or other audio or video recording capable devices within the company may constitute not only an invasion of employees’ personal privacy, but may breach confidentiality of Pomeroy’s trade secrets or other protected information. Therefore, the use of camera or other video-capable recording devices within Pomeroy is prohibited without the express prior permission of senior management and of the person(s) present at the time.

**Special Responsibilities for Managerial Staff**

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violations of this policy will be subject to disciplinary action up to and including termination.

**Direct inquiries:** Human Resources, Human Resources Generalist

**Approved by:** SVP, Human Resources

Director, Human Resources
Dress Code

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: June 2010 | Effective Date: April 2011 |

**Purpose**

The purpose of this policy is to maintain the highest standards of professionalism, while allowing employees to work as comfortable as possible.

**Scope**

This policy outlines dress and appearance that is expected of employees while at work or on Company business.

**Policy**

Business Casual is the appropriate attire required of all employees, with an emphasis on “Business”. Casual attire is not acceptable. Any staff member who does not meet the standards set by his or her department will be required to take corrective action, which may include leaving the premises to change clothing and return to work after changing. Hourly-paid staff will not be compensated for any work time missed because of failure to comply with designated workplace attire standards.

In some situations or working conditions, you may be asked to dress in more formal Business attire. This may be for visiting customer sites or customers that may be visiting your office.

Below you will find guidelines explaining acceptable business casual attire. Clothing should be clean and in good condition. Check for stains, holes, and frayed areas. Employees should always be groomed and use good taste for “on-the-job” dress and appearance. Visible tattoos and body piercings are not acceptable in the business environment. Tight fitting, revealing, and too short of clothing is not appropriate. When selecting your attire for the day, select something that is comfortable, but still communicates professionalism.
**Appropriate Slacks**

- Khakis, corduroys, or casual slacks
- Skorts,
- Dress capris
- Dockers/Khaki style pants

**Inappropriate Slacks**

- Sweatpants, leggings, exercise wear
- Shorts, Low Rise or Hip Hugger pants
- Jeans (except on Fridays)
- Leather or vinyl pants

*Jeans (must be clean, free of rips, tears, fraying and may not be excessively tight or revealing) (Fridays only)*

**Appropriate Shirts**

- Polo collar knit or golf shirts
- Oxford shirts
- Company Logo Wear
- Short-sleeve blouses or shirts
- Turtlenecks
- Blazers or sport coats
- Jackets or sweaters
- Shirts with collars

**Inappropriate Shirts**

- Shirts with writing
- T-shirts or sweatshirts
- Beachwear
- Sleeveless blouses or shirts
- Exercise wear
- Tight or low-cut tops
- Crop Tops, Midriffs, spaghetti straps

**Appropriate Shoes**

- Casual, open back shoes (i.e. mules, sling backs, etc.)
- Professional business sandals (i.e. shoes with peep toes)
- Flats
- Loafers

**Inappropriate Shoes**

- Athletic shoes/ tennis shoes (except Fridays), crocs
- Sandals (i.e. foot thongs, flip flops, including embroidered sandals) (except on Fridays)
- Open toe shoes (except peep toes)
- Hiking Boots
**Appropriate Misc. Dress**

- Tailored coats and blazers
- Raincoats
- Leather jackets / coats
- Winter coats
- Dress shoes / pumps
- Slip on shoes with closed toes acceptable in business environment
- Socks, nylons, solid color tights (women)

**Inappropriate Misc. Dress**

- Visible tattoos
- Visible body piercing not acceptable in business environment

"Dress Down Friday" is observed every Friday at the Hebron locations. Employees may, at their option, wear jeans, sandals (flip-flops), and tennis shoes, so long as a contribution of at least $1.00 is made to Pomeroy’s fund-raising efforts. Pomeroy reserves the right to review and discontinue this practice at its discretion.

Pomeroy will accommodate a staff member’s religious beliefs unless the accommodation creates an undue hardship. Staff members requesting a workplace attire accommodation based on religious reasons should be referred to the Human Resources Department.

If a staff member’s poor hygiene or use of too much perfume/cologne is an issue, the supervisor will discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors will follow the normal corrective action process. If a continuation of this issue occurs, the manager will report such incidents to the Human Resource Department immediately.

In conclusion, if an employee fails to comply with Pomeroy’s dress and appearance policy, said employee may be excused from work without pay until such time as the employee changes his or her dress and appearance to conform to the policy. Managers and supervisors should enforce and adhere to this policy. This means they should send any employees home that are not dressed appropriately. Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. Repeated offenses may lead to corrective action up to, and including termination.

**Direct inquiries:** Human Resources, Human Resources Generalist

**Approved by:** SVP, Human Resources
- Director, Human Resources
# Purpose

The purpose of this policy is to maintain the integrity of Pomeroy possessions.

## Scope

This policy outlines appropriate use of company property, whether tangible or intangible.

## Policy

All tangible and intangible company property is and shall remain the exclusive property of Pomeroy. Company property shall mean all property owned, leased, maintained or under the dominion and control of Pomeroy, including, but not be limited to, Pomeroy's vehicles, headquarters, furniture, computers and information contained thereon, telephones, work product, electronic communication systems, Logistics Center, Global Service Center, lockers, equipment, storage facilities, parking lots or other facilities. All company property shall be used for business purposes only. Nothing stored by employees in/on company property, transmitted via company property, or used in/on company property shall be private. Pomeroy can and will inspect and monitor company property, with or without prior notice to its employees. By using Pomeroy's property, employees consent to such inspections and monitoring. Pomeroy's employees shall have no claim, right or interest in any company property.

Personal use of company property without Pomeroy’s express permission may result in disciplinary action, up to and including immediate termination.

Pomeroy shall not be responsible for any personal property including, but not limited to, personal property that employees use, keep, maintain, receive or store on/in company property under any circumstances or for any reason.

## Workplace Searches

Pomeroy reserves the right to search all Company property including desks, lockers, and Company vehicles and to inspect personal property on Company premises, including, but not limited to, tool boxes, lunch boxes or containers, briefcases, handbags, purses, parcels, and personal vehicles, for the purpose of investigating violations of the drug and alcohol policy; thefts; misuse of Company, customer, or employee property; or any other legitimate business reason. Entering onto Company property is deemed consent to all searches. Searches may be conducted by any lawful means available to Pomeroy.
Employee Reference

Employees who interfere with or refuse to cooperate in an investigation, including a search or a request to submit to a test for alcohol and/or drugs, are subject to discipline, up to and including immediate termination. Employee cooperation in searches and inspection activity is viewed as a condition of employment; refusal or failure to cooperate may result in disciplinary action up to and including termination of employment.

This policy applies to all employees and applicants for employment. Failure to adhere to this policy will result in disciplinary action, up to and including immediate termination. A breach of this policy may also constitute a violation of the law and subject Employee to criminal prosecution.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
Tobacco Free Policy

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2011 | Effective Date: April 2011 |

Purpose

The purpose of this policy is to provide a safe and healthy working environment.

Scope

This policy outlines the use of tobacco in the workplace and work area.

Policy

The use of tobacco products in the workplace is prohibited at all Company facilities. Employees may use tobacco products in designated outdoor areas only.

If a staff member returns from a smoking break smelling offensive and it becomes an issue for another employee, the supervisor will discuss the problem with the staff member in private and should outline specific expectations for resolution. If the problem persists, supervisors will follow the normal corrective action process. If a continuation of this issue occurs, the manager will report such incidents to the Human Resource Department immediately.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources

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Purpose

The purpose of this policy is to maintain safe, healthy, and efficient working conditions for its employees and for protecting the safety and security of its products, property, and facilities.

Scope

This policy outlines the safety threats and consequences of substance abuse.

Policy

Being under the influence of any drug or alcohol on the job may pose a serious safety and health risk not only to the user, but to all those who work with the user. The possession, use, or sale of an illegal drug or alcohol in the workplace also poses unacceptable risks for safe and efficient operations. Controlled substances include, but are not limited to, the following: Narcotics (heroin, morphine, etc.); Cannabis (marijuana, hashish); Stimulants (cocaine, amphetamines, etc.); Depressants (tranquilizers); and Hallucinogens (PCP, LSD, etc.).

With these basic objectives in mind Pomeroy has established the following policy with regard to the use, possession, and/or sale of alcohol or drugs.

On-the-Job Use, Possession or Sales of Alcohol or Drugs

Alcohol: Being under the influence of alcohol while performing Company business or while in a Company facility is prohibited, except as permitted by management, consumption of alcohol in a Company facility is prohibited.

Legal Drugs (those prescribed by a licensed medical provider for the user or over the counter medications): For certain job positions, an employee's use of a legal drug can pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of such a drug may present a safety risk are to report such drug use to their supervisors. A determination shall be made with regard to job-related consequences. Supervisors who are aware of such a situation are to instruct the employee to report to the Human Resources Department.

Illegal Drugs (those not prescribed for the user or obtained over the counter): The use, sale, purchase, transfer, possession, or being under the influence of an illegal drug by an employee while in a Company facility or while performing Company business is prohibited. Violation of this policy can result in disciplinary action, up to and including termination, even for a first offense.
Pre-Employment Testing

Due to the common use of certain equipment, machinery, tools and motorized vehicles, the Logistics Center and Pomeroy’s Cabling Division maintain pre-placement screening practices designed to prevent the hiring of individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance. Prospective employees who receive an offer of employment for positions with the Logistics Center and the Cabling Division are required to undergo a drug screen. The drug screen may include a blood test, urinalysis, and/or other drug/alcohol screening procedures. Employment is conditional upon satisfactory results of the drug screen. Those who test positive for drug usage will, as a general rule, be rejected. However, the prospective employee may be offered an opportunity to retest, at his or her own expense. If the retest is negative, the employee may be employed subject to random drug testing during the term of the employee's employment with Pomeroy. If the retest is positive, any pending offer of employment will be withdrawn.

A prospective employee's consent to submit to such a test is a material condition of employment and the prospective employee's refusal to consent will result in a refusal to hire. In the event a prospective employee is hired and assigned to a position of employment with the Logistics Center or the Cabling Division prior to Pomeroy's receipt of the drug screen results, Pomeroy reserves the right to terminate said individual immediately if the drug screen is positive for drug or alcohol usage.

Pomeroy reserves the right to utilize pre-employment drug screening for any and all potential new hires - company-wide. Pomeroy also reserves the right to require new hires to pay for the costs associated with pre-placement drug screening.

Other standards above and beyond these policies may be applied depending on the client need.

Substance Abuse Detection

To better assure a safe and efficient working environment, a Substance Abuse Detection Program will be maintained for each facility throughout Pomeroy. The Program is designed to screen out high-risk individuals and detect evidence of drug and alcohol abuse by employees.

Testing of Current Employees

Drug and alcohol screening for current individual employees will occur under the following conditions:

1. For-cause testing
When a supervisor observes behavior or performance problems that could adversely affect an individual or others in the workplace, the supervisor, with the concurrence of another supervisor, will notify the Human Resources Generalist to determine whether a drug test for cause should be conducted.

If a drug test for cause becomes necessary for an employee, the employee will be immediately suspended with pay until a full evaluation has taken place and an appropriate course of action is determined. No prior notice is required to test for cause.

2. Post-accident testing

The Company may require a post-accident drug test of all covered persons near the scene following an on-the-job accident or incident. Covered persons may be suspended with pay until a full evaluation has taken place and an appropriate course of action is determined.

3. Area testing

The Company may also conduct an area test. An area test may be used where there is an indication that drugs may be in use or there is a potential for damage caused by drug use.

Testing Process and Results

All testing will be by a reputable outside testing agency and based on an appropriate sample obtained from the employee. If the test results in a positive finding, Pomeroy reserves the right to terminate the employee immediately. In the event an employee requests the right to have a confirmatory test performed, employee shall be solely responsible for the cost of such test and the confirmatory test results shall be submitted to the Human Resources Department. If the confirmatory results are negative, Pomeroy may, at its discretion, reinstate the employee. In the event the initial test results indicate a positive result and Pomeroy elects not to terminate employee, the Human Resources Department will assist the employee in identifying available private and public assistance programs. The employee shall be solely responsible for any and all costs associated with such programs. If the employee declines to participate in an employee assistance program, or fails to report to an employee assistance program within a designated period, or fails to continue participation in an employee assistance program or subsequently has a positive test finding, appropriate discipline may be imposed, up to and including termination of employment.

Refusal by an employee to submit to substance testing as set forth above will be considered an act of insubordination with attendant disciplinary and employment consequences up to and including termination.
Confidentiality

Information concerning drug screening procedures and results involving current employees or applicants for employment will be revealed as appropriate only on a need-to-know basis for the purpose of protecting employee safety and Company property. No information concerning the drug/alcohol screen results or rehabilitation and treatment of an employee will be intentionally or knowingly disclosed to any other party without the consent or knowledge of the employee, unless such disclosure is required by law or court order.

Inspections

Pomeroy reserves the right to inspect Company property, including, but not limited to, lockers, toolboxes, and vehicles. Pomeroy also has the right to search packages, containers, or vehicles brought onto Company property that may conceal alcohol or drugs. This includes, but is not limited to, employee vehicles, toolboxes, lunchboxes, purses, clothing and other objects brought onto or existing on Company property that might conceal alcohol or drugs. The aforesaid searches may occur without prior notice to employees.

Employee cooperation in searches and inspection activity is viewed as a condition of employment; refusal or failure to cooperate may result in disciplinary action up to and including termination of employment.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Direct, Human Resources
Gifts/Gratuity Policy

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

Purpose

The purpose of this policy is to sustain the integrity of our relationships with our business partners.

Scope

This policy outlines the appropriate manner in which to handle gifts and gratuities from a third party.

Policy

Pomeroy employees, consultants, agents or representatives and their immediate family members are prohibited from engaging in the solicitation or acceptance of gratuities, favors, gifts, perks, or anything of value from any person(s) seeking to initiate or maintain a business relationship with Pomeroy, its subsidiaries, or affiliates. In the event an officer, employee, consultant, agent or representative of Pomeroy, or a member of their immediate family, is presented with gifts or gratuities with a value in excess of $25.00, they are required to report the receipt of such gift or gratuity to the Marketing Department, and immediately forward any such gift or gratuity received to the Marketing Department. Marketing will, in turn 1) return the gift or gratuity to the person(s) from whom such gift or gratuity was received; 2) keep the gift or gratuity for use as awards/rewards in Company sponsored incentive programs; or 3) handle the matter in whatever manner the Marketing Department deems appropriate under the circumstances.

Likewise, it is not permissible for Company officers, employees, consultants, agents or representatives, or their respective immediate family members, to solicit current or prospective business partners for gratuities, favors, gifts, perks, or anything of value. Any and all contacts with current or prospective business partners regarding sponsorship of Company events or programs must be coordinated through the Marketing Department. All business partners who are solicited for gifts or gratuities by any Company officer, employee, consultant, agent or representative, or a member of his or her respective immediate family, are urged to report these incidents to Pomeroy.

Failure to adhere to this policy is grounds for disciplinary action, up to and including, immediate termination. In addition, any person deemed by Pomeroy to have violated this policy will be required to return the gratuity, favor, gift, perk or anything else of value received to Pomeroy. In the event, it is impossible for the individual to return such gratuity, favor, gift, perk or anything else of value received, said employee must immediately remit payment to
Pomeroy in an amount equal to the fair market value of the gratuity, favor, gift, perk or anything else of value received in violation of this policy.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
             Director, Human Resources
Solicitations and Distributions

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

**Purpose**

The purpose of this policy is to prevent disruption in the operation of Pomeroy, interference with work, and inconvenience to other employees.

**Scope**

This policy outlines how to handle solicitations on company time.

**Policy**

Employees may not solicit sales of chances or raffle tickets, seek donations or contributions, or distribute merchandise or literature concerning non-work-related activities during working time (working time does not include lunch periods, work breaks or any other periods in which employees are not on duty) unless such activity has been pre-approved by Pomeroy’s Marketing Department. Employees who are not on working time, such as an employee who is on lunch or on break, shall not solicit an employee who is on working time for any cause or distribute literature of any kind to that person. Whether on working time or not, no employee may distribute literature of any kind in any working areas of Pomeroy. Employees may leave literature or sales information in the break rooms of Pomeroy. Employees may not use Pomeroy’s intranet or Internet services for such solicitations without the express prior approval of MIS. The posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official company communications.

**Direct inquiries:** Human Resources, Human Resources Generalist

**Approved by:** SVP, Human Resources

Director, Human Resources
Purpose

The purpose of this policy is to offer a positive work environment to all of its employees.

Scope

This policy outlines the proper chain of command to resolve conflicts within the workplace.

Policy

If the employee should have any concerns about work-related issues, the employee is encouraged to talk directly with his or her manager to discuss concerns and resolve any problems or conflicts.

If an employee feels that he or she is being treated unfairly or has a complaint about a work relationship, Pomeroy encourages employees to take the following steps so that the issue may be identified and reviewed for further disposition, as appropriate, in a timely manner.

First, the employee should discuss concerns with his or her manager, who may be able to help resolve the issue in the most expeditious manner.

If the manager does not satisfactorily address the employee’s issues or concerns, he or she should contact the Human Resources Department.

A hotline has been setup by Pomeroy so that employees can funnel any comments, concerns, or complaints through to the Human Resources Department. Employees are welcome to call the Human Resources Department directly with any questions or concerns and the Human Resources hotline provides another venue for employees to utilize for such purposes. Please dial 1-800-846-8727, and choose the option for Human Resources.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
### Whistleblower Policy

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<th>Origination Date: 2006</th>
<th>Revision Date: March 2010</th>
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#### Purpose

The purpose of this policy is to maintain a workplace where employees are free to raise good faith concerns regarding the Company’s business practices.

#### Scope

This policy outlines: reporting suspected violations of law on the part of the Company, including but not limited to federal laws and regulations; providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and identifying potential violations of Company policy, specifically the policies contained in this Employee Reference Guide.

#### Policy

An employee who wishes to report a suspected violation of law or Company policy may do so confidentially by contacting the Company’s General Counsel or Human Resources Department.

The Company expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Company policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the General Counsel, Human Resources Department, the employee’s immediate supervisor, or any Senior Vice President in the Company. Supervisors, managers, and Human Resources staff who receive complaints of retaliation must immediately inform the General Counsel or Human Resources Director.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The General Counsel and Human Resources Department will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly or indirectly where appropriate, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Company’s senior level executives.
In the event that a report of a suspected violation of law or policy or retaliation involves an individual who reports to the General Counsel or to the Human Resources Director, then that Company representative will not participate in the investigation.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
              Director, Human Resources
Purpose

This policy reserves the right to terminate an employee based on “at-will” employment in the US.

Scope

This policy outlines at-will employment and a course of progressive disciplinary action.

Policy

Pomeroy reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this Employee Reference Guide or any other Pomeroy document is intended to:

- Modify this “at-will” employment
- Promise progressive discipline or disciplinary counseling
- Promise notice in circumstances where Pomeroy considers immediate termination or discipline to be appropriate.

Disciplinary actions may entail verbal, written, final warnings, suspension, or termination. All of these actions may not be followed in some instances. Pomeroy reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

Pomeroy reserves the right to take any disciplinary action it considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this Employee Reference Guide, listed below are some other examples where immediate termination could result. This list is general in nature and is not intended to be all-inclusive:

- Discourtesy to a customer, provider, or the general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directives from a supervisor, manager, or Pomeroy officer.
- Breach of confidentiality relating to employer, employee, customer, or provider information.
- Altering, damaging, or destroying Company property or records, or another
employee’s property.

- Dishonesty.
  - Providing false or misleading information to any Pomeroy representative or any falsification of records including the Pomeroy employment application, time cards/time clock, benefit forms, expense reimbursement forms, any form of internal documentation or tickets, etc.
  - Fighting or engaging in disorderly conduct on Pomeroy’s or customer’s premises.
  - Violations of any of Pomeroy’s employment policies including, but not limited to, confidentiality, security, solicitation, conflict of interest, and code of conduct.
  - Conduct or performance issues of a serious nature.
  - Failure of a drug or alcohol test or criminal background check.

An employee who commits any serious violation of Pomeroy policies at minimum will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

**Direct inquiries:** Human Resources, Human Resources Generalist
**Approved by:** SVP, Human Resources
  Director, Human Resources
Purpose

The purpose of the Internal Transfer Policy is to encourage employee promotion from within the organization and to provide the means for upward mobility among employees. The policy is designed to provide equal employment opportunity to all employees and job applicants.

Scope

This policy and procedure applies to all departments and employees of Pomeroy.

Policy

Pomeroy recognizes that transfers within the Company are essential to maintain an environment of employee growth. Whenever possible, job openings are filled within the Company to encourage development consistent with employee career desires.

Accountability

All managers are accountable for identifying the staffing needs of their department and the qualifications for each position within their department.

Human Resources is solely accountable for obtaining qualified candidates for all open positions and providing all necessary forms to implement this policy and procedure.

Procedure

An employee requesting a transfer to an open position within another department must satisfy the following criteria in order to be eligible for consideration:

- Completion of a minimum of six (6) months with the company or in the current position. (Exceptions must be approved by the Director of Human Resources.)
- Currently be in good standing with regard to performance in the current position.
- Has not been excessively absent or late during the past twelve (12) months.
- Qualification depends on appropriate work experience, training/education, work record, and/or business need pertinent to position requirements.
- An Internal Transfer Application must be completed and signed by the current Manager prior to expressing interest to the Hiring Manager. The Application must be returned to the Recruiting Department with appropriate signatures within the three (3) working days posting period listed below.
• Staff members in disciplinary status are not eligible for transfers or promotions.

Exceptions to the above eligibility criteria will be handled on a case-by-case basis. For requests regarding exceptions, contact the Human Resources Department.

Process

When an approved position vacancy occurs, Human Resources will generate posting announcements electronically and post on www.pomeroy.com.

The internal posting period is three (3) working days, during which time eligible employees may apply. External recruiting may take place simultaneous to the posting to expedite the process as business needs require.

The employee will complete an Internal Transfer Application and obtain his/her supervisor’s signature as a notification courtesy to the current manager and to verify that the employee is currently meeting performance expectations. If employee is not comfortable notifying supervisor, HR will obtain the signature.

The employee attaches other documentation (i.e., current resume or other documents as requested) to the Internal Application Form, and submits the completed form and attachments to internalapplications@pomeroy.com within the 3-day posting period. Any applications received after 3-day posting period will not be accepted.

The Recruiting Department and Hiring Manager will determine the most qualified internal candidate(s) and contact the employee should there be initial interest.

Human Resources will notify an employee within one (1) week of receiving an application if the employee does not meet the above requirements. Such notice will state which requirement(s) was not met, and that the employee will not be considered for the position unless the employee can provide information to support her or his qualifications within three (3) working days.

Recruiting will check with the manager or employee relations to confirm and verify that the employee is not on a corrective action plan or has not had disciplinary action.

Recruiting arranges and conducts interviews of the selected candidates and will collaborate with management to identify the candidate to be hired.

If the employee requesting transfer is selected for the position, the Recruiting group makes the offer to the employee and a mutually agreeable transfer date will be determined by the current and new supervisor. Generally, the employee is expected to transfer within four weeks.

All employees interviewed will be contacted by the Recruiting group who will notify them if another candidate has been selected for the position.
Pomeroy would like to provide employees with every opportunity for advancing to other positions or opportunities within Pomeroy. However, Pomeroy reserves the right to look outside Pomeroy for potential employees as well.

Direct inquiries:  Human Resources, Recruiting Manager
Approved by:       SVP, Human Resources
                   Director, Human Resources
Purpose

The purpose of this policy is to protect the integrity of the products, services and skills offered by Pomeroy.

Scope

This policy outlines how an employee may use their personal time when relating to business.

Policy

Employees may not take an outside job, either for pay or as a donation of their personal time, with a customer or competitor of Pomeroy; nor may employees work on their own if it competes or interferes in any way with the sales of products or services that Pomeroy provides to its clients.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
            Director, Human Resources
Employment Termination/Resignation

**Purpose**

The purpose of this policy is to define the nature of all forms of termination.

**Scope**

This policy outlines the nature of employment, voluntary and involuntary termination as well as the process for resignation.

**Policy**

Pomeroy and its employees share a working relationship defined as employment-at-will, unless otherwise provided by written contract entered into between employee and employer. Simply stated, employment-at-will means that in the absence of a specific written agreement, you are free to resign at any time and Pomeroy reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Termination - involuntary employment termination initiated by Pomeroy.
- Layoff - involuntary employment termination initiated by Pomeroy for non-disciplinary reasons.

If you wish to resign, you are requested to notify your manager of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by Pomeroy and your coworkers. This notice should be in the form of a written statement.

Only the hiring manager and/or a member of the executive staff are allowed to communicate the information regarding an employee’s resignation or termination with Pomeroy. All communication regarding an employee’s termination or resignation with Pomeroy will be done through that employee’s one up manager. Employees may not use Pomeroy resources to announce their termination or resignation with Pomeroy without prior approval from their hiring manager.

Furthermore, Pomeroy employees may not use the Pomeroy network, machines or services to communicate in a manner that may defame, slanderize, or cause harm to Pomeroy’s goodwill, business reputation and operations and/or the goodwill, business reputation and operations of Pomeroy’s third party providers.
A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. All health, dental, life and disability benefits terminate upon termination date.

Unused vacation is not paid upon termination, except in certain states. *Exceptions to the foregoing provision for employees working in Canada, the state of California, other jurisdictions in the United States, if any, and Puerto Rico:* Furthermore, any outstanding financial obligations owed to Pomeroy will also be deducted from your final check. Office keys, Company equipment, and building passes must be returned at this time.

If you leave Pomeroy in good standing, you may be considered for re-employment.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
               Director, Human Resources
Purpose

The purpose of this policy is to seek information from exiting employees regarding their work experience at Pomeroy. Information provided will be used to help Pomeroy plan for a better future.

Scope

This policy outlines the exit interview process for all employees who voluntarily terminate with prior notice. This information will be used in a confidential manner.

Policy

Pomeroy recognizes that employees may voluntarily leave the company for many reasons. To better understand the reasons why employees choose to no longer stay employed with Pomeroy, the company has instituted an “Exit Interview” program. This program allows for exiting employees, at their discretion, to complete an exit interview document and/or a discussion, whereby they may express their reasons for leaving. This information is beneficial for analyzing future company initiatives. The information provided will be used in a confidential manner.

Process

Human Resources will make every effort to e-mail an exit interview questionnaire to all employees who voluntarily terminate employment with Pomeroy and provide advance notice.

Obtaining information upon separation requires a joint effort among managers, the HR department and the employee. Managers should notify the appropriate Human Resources Generalist when receiving separation information from employees. Upon request, a Human Resources Generalist will provide employee a questionnaire and/or conduct an in-person exit interview. Appointments can be made at the request of an employee or his/her supervisor.

The input obtained from exit interviews will be summarized by Human Resources. The summary report will assure individual anonymity, while at the same time allow for identification of trends or other commonalities expressed by the interviewees. Human Resources will summarize trends and findings and provide written reports to management at least once a year.
Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
             Director, Human Resources
### Purpose

This policy establishes the mandatory minimum security standards to ensure all Pomeroy workers apply appropriate and standard security practices consistently across the Pomeroy enterprise to protect our computer resources.

### Scope

This policy outlines the return of Pomeroy property and consequences when items are not returned.

### Policy

Upon the termination of employment, for whatever reason, or upon the request of the Company, at anytime for any reason, company fixed asset(s) in the employee’s possession must be returned to Pomeroy in good working order. If the employee fails to return the fixed asset(s), Pomeroy will withhold from the employee’s earnings such monies as may be necessary, up to the entire amount due to the employee for the given pay period(s), in an amount equal to the replacement value of the asset(s) via payroll deduction(s).

If such fixed asset(s) is/are lost, stolen, damaged or unaccounted for due to employee negligence, Pomeroy may, at their discretion, withhold such monies as may be necessary, up to the entire amount due to employee for the given pay period(s), in an amount equal to the replacement value of the asset(s) via payroll deduction(s).

Exceptions: Under rare circumstances, business needs may require that Pomeroy deviate from this policy. This policy provides the techniques and methodology to protect Pomeroy and client information assets. While polices are intended to be technology independent, they may be impacted by changing technology, legislation, and business requirements. Exceptions to this policy must be documented. To document an exception, contact the IT Help Desk at x1144.

This policy applies to all workers, consultants, temporary workers and other workers at Pomeroy, including those workers affiliated with third parties to access Pomeroy computer networks. This policy also applies to all computer and data communication systems owned and/or administered by Pomeroy. Workers employed in client locations must adhere to this policy when doing so does not conflict with or counter security policies at the client’s location.

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**Direct inquiries:** Human Resources, SVP, Human Resources  
**Approved by:** SVP, Human Resources  
**Director, Human Resources**
Acceptable Use of Electronic Resources

**CORPORATE POLICY**

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**Purpose**

The purpose of this policy is to facilitate work-related communication for Pomeroy employees, Pomeroy, its clients and vendors.

**Scope**

This policy outlines the appropriate business purposes for all Pomeroy-owned electronic systems.

**Policy**

Pomeroy’s electronic communication systems, including but not limited to voicemail, e-mail, instant messaging, internet, intranet, servers, hardware, software, computers, and services that comprise these systems and permits employees to use them, are the property of Pomeroy and should only be used for business purposes.

Employees may not use Pomeroy computer resources, or resources managed by Pomeroy, for clients to create, transmit, store, or intentionally receive or view unprofessional, vulgar, profane, insulting, offensive, sexually explicit or defamatory material, or conduct unlawful activities.

Employees may not present themselves as someone else, use aliases, nicknames, or handles, or modify or reconfigure systems or messages to alter the originator or receiver of a document, message or transaction.

Employees may not browse the internet to inappropriate websites at any time. This includes social networking sites (Facebook, Myspace, etc), vulgar, tasteless or offensive websites. These sites are a potential threat to Pomeroy computers and to the network as they may transmit viruses.

Any activity that reduces bandwidth on the Pomeroy network must be approved by IT Operations Management and must be related to a business need. For example, any use of streaming media that is not related to business/client activities is prohibited. Internet sites including, but not limited to, online radio, video, or video sharing cannot be accessed for non-business use.

Workers may not disable, remove or reconfigure security software or measures placed on Pomeroy computing devices. This includes, but is not limited to, anti-virus software, software update processes, firewalls, or port settings.

Workers may not make unauthorized copies of copyright protected computer software,
programs, and/or operating systems.

Workers must comply with and respect the copyright laws and license agreements of the software licensed to Pomeroy for use on computer systems.

Workers may not download and/or install software to Pomeroy owned computers or approved personal owned computers (see below) unless authorized by the IT department. Exceptions include:

- Internet plug-ins, including but not limited to Java applets, Quicktime, Flash, and Active X controls that are necessary to surf many current websites today
- Printer drivers
- Software updates or next versions of Pomeroy installed software, including but not limited to Adobe, Microsoft Windows, and Microsoft Office
- PDA synchronization software
- Spyware protection/detection tools
- Instant Messenger: The use of Trillian Instant Messenger is allowed, however, no attachments are allowed to be sent, received or shared. Workers are reminded that all information communicated via Instant Messenger is in the public domain and therefore is subject to the requirements listed in the Data Classification policy
- Collaborative tools such as NetMeeting, WebEx, etc., are permissible, however, peer-to-peer file sharing tools such as Kaaza, LimeWire, Bareshare, etc. are not allowed
- Unauthorized attempts to break into a computer or network or to surpass authorized privileges (i.e., cracking or hacking), whether on a Pomeroy or any external system, are strictly prohibited
- Non-Pomeroy owned IT Equipment, Products, and Services may only be connected to Pomeroy computer resources upon written approval from the IT Security Manager or CIO. The exception to this is non-Pomeroy owned peripheral devices such as PDAs, cell phones, cameras and printers, which may be connected to Pomeroy computer resources without prior approval. Notwithstanding, any device that performs the function of a Modem must be disabled when not in use and cannot have the auto-answer feature enabled.
- Only the Pomeroy IT department may procure Pomeroy owned IT Equipment, Products and Services.
- Software programs developed by Pomeroy cannot be copied by workers for use outside Pomeroy. Only authorized Pomeroy resources may copy such programs for business purposes.

Employees must report any known or suspected information security incidents or vulnerabilities in or threats or misuse to information assets, to Business Unit management or the IT department as quickly as possible.

Pomeroy’s electronic communication systems, including but not limited to voice mail, e-mail, instant messaging, internet, intranet, hardware, software, and services that comprise these systems and permits employees to use them, are the property of Pomeroy.

When utilizing electronic resources, employees are responsible for all activities performed on their systems. Pomeroy can and will monitor, search and inspect the use of such systems, at
its discretion, with or without notice to its employees. Such action will be taken for business purposes, including, but not limited to, investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system, or monitoring workflow or productivity. By using Pomeroy's electronic communication systems, employees consent to such monitoring. Information stored, retrieved, or transmitted via Pomeroy's electronic communication systems is not private and it remains subject to inspection at any and all times. Failure to adhere to this policy will result in appropriate disciplinary action, up to and including immediate termination.

Direct inquiries: Information Technology Dept, Director of IT
Approved by: SVP, Human Resources
Director, Human Resources
Purpose

Pomeroy recognizes the importance of the Internet as a means of shaping public thinking about Pomeroy and its current and potential products, services, employees, partners, clients, and competitors. Pomeroy also recognizes the importance of our employees helping to shape industry conversation and direction through blogging and interaction in social media. Pomeroy is committed to supporting an employee’s right to interact knowledgeably and socially in a public forum. The Internet, through blogging and interaction in social media, is a means of expanding the Pomeroy brand and expanding knowledge of Pomeroy’s products and services.

Scope

This policy serves as a guideline to assist employees in making appropriate decisions when communicating on the Intranet and Internet about work-related content.

Policy

The guidelines in this Blogging and Social Networking Policy are designed to help employees make appropriate decisions about work-related blogging and the contents contained on blogs, personal Web sites, postings on wikis and other interactive sites, postings on video or picture sharing sites, or in the comments that you make online on blogs, elsewhere on the public Internet, and in responding to comments from posters publicly, via email, or on the Intranet. You may find additional information in Pomeroy’s Acceptable Use of Electronics policy and the Code of Ethics policy.

Guidelines for Interaction about Pomeroy on the Intranet and/or Internet

Unless given permission by Pomeroy management, no employee is authorized to speak on behalf of the Company, nor to represent their views as those of the Company.

Employees must also be aware that any information posted on a public forum or social networking site is not guaranteed the right to privacy and Pomeroy reserves the right to monitor comments or discussions about the company, its employees, clients and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees. Any mention of Company proprietary information on a public forum is subject to disciplinary action, up to and including termination.
Confidential Information Component of the Blogging Policy

Employees may not share information that is confidential and proprietary about the Company or its clients. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, number of employees, company strategy, and any other information that has not been publicly released by the company. Any mention of Company proprietary information on a public forum is subject to disciplinary action, up to and including termination.

Pomeroy’s logo and trademarks, and its clients’ logos and trademarks, are the sole property of Pomeroy and may not be used without explicit permission in writing from the Company. This is to prevent the appearance that you speak for or represent the Company officially. Any use of the Pomeroy logo and trademarks, or its client’s logos and trademarks, without expressed consent of the Company can result in disciplinary action, up to and including termination and legal actions taken.

For more detailed information about confidential and proprietary information, please refer to the Confidentiality or Non-Disclosure Agreement employees sign during the on-boarding period with the Company. If you have any question about whether information has been released publicly or doubts of any kind, speak with your manager and the Marketing department before releasing information that could potentially harm Pomeroy and/or its current and potential products, services, employees, partners, clients, and competitors.

Respect and Privacy Rights Components of the Blogging Policy

Employees are encouraged to speak about Pomeroy’s products and services in the blogosphere and social networking sites but must have the understanding that there is no guarantee of privacy and all statements can have consequences, if derogatory or fraudulent in nature.

Pomeroy encourages you to write knowledgeably, accurately, and to use appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about Pomeroy and its employees, partners, clients, products and services. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably and can result in disciplinary action, up to and including termination.

Honor the privacy rights of our current employees by seeking their permission before writing about or displaying internal company happenings that might be considered to be a breach of their privacy and confidentiality. Any derogatory, fraudulent and potentially harmful information that is discovered through a Pomeroy employee and brought to the attention of HR is considered public information and will be subject to disciplinary action, up to and including termination and legal action, if necessary.
**Competition Component of the Blogging Policy**

You may not sell any product or service that would compete with any of Pomeroy’s products or services without permission in writing from the president and CEO. This includes, but is not limited to training, books, products, and freelance writing. If in doubt, speak with your manager.

**Legal Liability Component of the Blogging Policy**

Recognize that you are legally liable for anything you write or present online via the Intranet or Internet. Employees can be disciplined by the company, up to and including termination, for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. The Company, and you, can also be sued by Company employees, competitors, clients, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

**Media Contact Component of the Blogging Policy**

Media contacts about our company and our current and potential products, employees, partners, customers, and competitors should be referred to the Marketing Department for coordination and guidance.

These guidelines will help employees open up a respectful, knowledgeable interaction with people on the Internet. They also protect the privacy, confidentiality, and interests of Pomeroy and its current and potential products, services, employees, partners, clients, and competitors.

**Direct inquiries:** Marketing Manager  
**Approved by:** Director, Human Resources
Purpose

The purpose of this broad-scope initiative is to keep company employees informed of proper information handling and risks related to that information. It provides guidance in avoiding exposure to these risks.

Scope

The initiative intends to engender a feedback loop and ownership in the protection of proprietary information, which helps protect the livelihood of all employees.

Basic Principles:

There are several key aspects of security awareness that employees should know, and among the most important are:

- All staff should consider themselves security practitioners.
  - Every point of potential loss cannot be covered by automation or specialists.
  - Pomeroy expects employees to understand the value of the information they handle.
- Communicate all security concerns promptly to management or the IT Security Manager.
  - This allows better analysis and response to a risk.
- Information should only pass to those entitled to receive it.
  - Make sure you know to whom you are communicating.
  - Be helpful to others, yet protective of all information requested. (Example: If you cannot verify a person on the phone, ask if you can call the individual back.)
- Security risks are always changing.
  - This is especially true in the technology field, as new devices, programs, and networks are developed for use, risks quickly follow.
  - Understand the current risks by reading company communications and asking questions. Ion, the Pomeroy Intranet Portal, has information for assisting in understanding information and security principals. To access the information, go to:

  Department Sites > Sites > Business Technology > Company-Wide > Security Awareness.
Communication Channels:

Pomeroy will provide communications via email, Ion Intranet portal, meetings and other methods to raise awareness of current security issues and security principles. Employees are encouraged to contribute to the discussion by providing feedback and comments on security issues. You may provide feedback by contacting the IT Security Manager or HQMIS.

Employees should be aware that there may be consequences for disclosing information to an inappropriate source.

Direct inquiries:  Information Technology Dept, IT Security Manager  
Approved by:  IT Security Manager  
Human Resources Generalist
Purpose

The purpose of this policy is to safeguard and protect passwords for Pomeroy Employees and clients.

Scope

This policy outlines the correct use of passwords for all Pomeroy and client systems.

Policy

a. Workers must safeguard and protect their system access:
   - Account Password sharing is strictly prohibited.
   - Writing down account passwords is not an acceptable practice; however, if passwords must be written down, the information must be stored securely and be accessible only by the owner.
   - Workers leaving their systems unattended must lock the system console or terminate their session prior to leaving the system.

b. Storing passwords via unencrypted electronic files (i.e., Excel spreadsheets or text files, programmable function keys, scripts, macros or automated logon sequences) is strictly prohibited.

c. When accessing applications from a shared or non-dedicated computing device, workers must not allow their account passwords to be cached or stored by the web browser on the computing device.

d. Pomeroy management must notify system administrators immediately of account owner status changes, including terminations and transfers.

e. Workers must immediately report compromised accounts and passwords to the Pomeroy IT department.

f. Workers must conform their passwords to:
   - A minimum length of 8 characters.
   - A combination of 3 out of the 4 following elements: (1) numeric, (2) uppercase alphabetic, (3) lowercase alphabetic and (4) special character.
   - Cannot contain portions of the logon ID, personal names (family members or pets), guessable dates (birthdates or anniversaries), or be constructed around a
dictionary word, regardless of language.
- Cannot construct passwords which are identical or substantially similar to 6 previously selected passwords.

Direct inquiries: Information Technology Dept, Director of IT
Approved by: SVP, Human Resources
            Director, Human Resources
This chapter outlines the guidelines, policies, procedures and practices regarding the Payroll Dept. and Compensation.
Purpose

Pomeroy strives to be set apart as a unique, one-stop alternative for IT Solutions. Everything we do is for the benefit of people – our customers, employees and community. We demonstrate this through our history as leaders in the IT field, and we value our employees for their contributions to our company’s continued success.

Scope

As an employer, we believe that it is in the best interest of both the organization and our employees to fairly compensate our workforce for the value of the work provided. It is our intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. The system used will be objective and non-discriminatory in theory, application and practice. The company has determined that this can best be accomplished by using a professional compensation consultant and system recommended by the Director of Human Resources and approved by the President and CEO.

Policy

The compensation system will price positions to market by using local, national and industry specific survey data. The market data will primarily include similar company size, same geographical area, and similar company revenue within the Information Technology Field.

The system will evaluate external equity, which is the relative marketplace job worth of every job directly comparable to similar jobs in IT, factored for general economic variances and adjusted to reflect the local economic marketplace. The system will evaluate internal equity, which is the relative worth of each job in the company when comparing the required level of job competencies, formal training and experience, responsibility and accountability of one job to another.

Professional support and consultation will be available to evaluate the compensation system and provide on-going assistance in the administration of the program.

The vendor will maintain the level of expertise required to provide information and recommendations necessary to ensure that, as the organization and external market changes over time, the compensation program continues to provide value.

The compensation system must be flexible enough to ensure that the company is able to recruit and retain a highly qualified workforce, while providing the structure necessary to
effectively manage the overall compensation program.

As part of the annual budgeting process, Executive Management will review and approve, as appropriate, funds to be allocated for total compensation, which would include base salaries, bonuses, variable-based or incentive-based pay and all other related expenses, including benefit plans as recommended. The salary budget shall include a gross figure for the following budget adjustments, but the individual determinations for each employee’s salary adjustment shall be determined by Selling, General and Administrative Expense, Cost of Goods Sold, Service and Delivery Director, Executive Management and the President and CEO.

Direct inquiries: Human Resources, Director of Human Resources
Approved by: SVP, Human Resources
Director, Human Resources
**Purpose**

The purpose of this policy is to provide guidance when providing compensation for non-exempt employees who are required to provide on-call coverage for the company and/or its customers.

**Scope**

This policy defines the guidelines for exempt and non-exempt employees who are participating in an approved on-call incentive program.

**Policy**

It is recognized that there may be circumstances where it is necessary and appropriate to designate an employee as being on call and available for call-back to work. Where such situations are required, the Company realizes that such employees should be compensated fairly for the on-call periods.

The following guidelines apply:

- An employee assigned to on-call status shall receive on-call compensation, plus appropriate wages for all hours worked. On-call pay shall be included in the computation for overtime wages.
- The employee must be accessible at all times and must immediately notify his or her supervisor if inaccessible. (Supervisors should always have a back-up employee on-call to cover such circumstances.) If inaccessible, on-call pay shall be forfeited.
- On-call assignments will be allocated among eligible employees on a rotating basis whenever possible.

**Working While on Call for Non-Exempt Employees**

In accordance with the Fair Labor and Standards Act, an on-call employee’s time is compensable, if the on-call conditions are so restrictive or the calls are so frequent that the employee cannot use the time for personal activities. If a non-exempt employee works over forty (40) hours in a work week, the employer must pay time and one half for the time worked. *(The on-call incentive plan may not be used to avoid paying overtime.)*

Furthermore, the Fair Labor Standards Act (FLSA) provides that an on-call employee who is
not required to remain on company premises, but is only required to notify the employer where he or she may be reached, is not working while on-call. This is true so long as the employee is free to engage in personal activities when he or she is on call.

The examples listed below are examples of circumstances that do not allow an employee to use his/her on-call time effectively for personal purposes. In these situations, the employee is considered working while on call and must be compensated accordingly:

- Excessive geographical limitations on an employee's movements.
- Frequency of calls received is unduly restrictive.
- Fixed time limit to respond to calls is unduly restrictive.
- Employee cannot easily trade on-call responsibilities.

Generally, under the provisions of the Fair Labor Standards Act, the more restricted an employee's freedom is, the more likely the time will be considered compensable working time.

Call-Back Guidelines for Non-Exempt Employees

The following guidelines apply:

- Call-ins are paid a minimum of two (2) hours for each non-concurrent event, and are recorded as time worked on the weekly timesheet and paid according to FLSA regulations.
- In call-back situations, travel time counts as time worked and counts toward overtime if employee works over forty (40) hours in a work week. (Travel time to and from work for the employee’s primary work shift is not considered paid time. However, if an employee is called back to work after returning home from his or her primary shift, travel time is considered time worked.)

All on-call incentive plans must be sent to the Human Resources Generalist for review and approved by the Human Resources Director prior to implementation.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
             Director, Human Resources
Performance Bonuses

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

Performance bonuses may be given to Pomeroy employees at the discretion of management. There are three factors that typically determine bonus availability and amounts: (a) Company Performance — Profits, (b) Personal Performance, (c) Employee’s role or job assignment.

Direct inquiries: Human Resources, Director, Human Resources
Approved by: SVP, Human Resources
Director, Human Resources
Timekeeping Policy

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

**Purpose**

The purpose of this policy is to compensate employees fairly based on time worked.

**Scope**

This policy outlines accurate time card and time record submission.

**Policy**

By law, Pomeroy is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate electronic Pomeroy time record each week by Saturday at noon with management approval no later than Monday at noon, and time records must be completed in accordance with the Pomeroy time-reporting guidelines. If these procedures are not followed, employee compensation will be impacted.

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. All overtime work performed must receive the supervisor’s prior authorization.

If an employee repeatedly violates the company policy or falsifies their time card in any way, he or she will be subject to disciplinary action up to and including termination.

**Direct inquiries:** Human Resources, Human Resources Generalist

**Approved by:** SVP, Human Resources  
Director, Human Resources
Payroll and Paydays

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

The frequency of Pomeroy payroll distribution is on a bi-weekly basis with a pay date of Friday.

Direct inquiries: Human Resources, Payroll Manager
Approved by: SVP, Human Resources
Director, Human Resources
Payroll Check Policy

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

**Purpose**

The purpose of this policy is to establish guidelines for processing payroll checks.

**Scope**

This policy outlines the parameters of processing manual checks, stop checks and re-issue requests for payroll checks.

**Policy**

A manual check will be cut for:

- Final pays determined by those states requiring pay at termination (such as California).
- Payments governed under Federal and/or State laws.

A manual check will not be cut for:

- Expense checks
- Commission payments
- Bonus payments
- Holiday pay
- Overtime pay
- Time not submitted via an approved electronic timecard.

**Definitions:**
Approved Electronic Timecard – an electronic timecard submitted via RecruitMax or AE by Saturday at noon and approved by management by Monday at noon that is able to be processed with the correct engagement and work order information.

**Stop Payment and Re-Issue Requests**

To process a stop-pay on payroll checks that have been lost or not received via the US postal service, an employee must wait 5 business days from the paycheck date before requesting a stop payment and reissue of the missing paycheck.

To request a stop pay and reissue, the employee must complete the following form (see appendix) and include the required data detailed below. Please note that no longer will an email from the employee and/or his/her manager initiate a stop pay request.

- Employee’s address
- Name
- Employee ID
• Check number  (this can be obtained via www.workcenter.probusiness.com website)
• Check date

Direct inquiries:   Human Resources, Payroll Manager
Approved by:      SVP, Human Resources
                  Director, Human Resources
Pomeroy wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, Pomeroy has an annual review process for providing formal performance feedback. Feedback includes a Performance Evaluation signed by both the manager and the employee. All Performance Evaluation documents must be submitted to compensation@pomeroy.com.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
The Company is proud to offer a comprehensive employee benefits program, which provides regular, full-time, benefit-eligible employees with 30 days of continuous employment, in accordance with their offer letter, the opportunity to choose benefits that meet their needs. The features and provisions for each benefit plan are provided in other booklets that are available to you either at Orientation or via the following websites: http://portal.pomeroy.com; http://web3.pomeroy.com/hr/benefits; or https://pomeroy.4mybenefits.com. Benefits will start effective 30 days from the hire date. Newly hired Employees must enroll within 30 days from their hire date. Life event changes must occur within 30 days of the actual event change.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
All regular, full-time, benefit-eligible and full-time, partial-benefited employees with 30 days of continuous employment have Health Insurance available to them, in accordance with their offer letter. The features and provisions for Health Insurance are available via the following websites: http://portal.pomeroy.com; http://web3.pomeroy.com/hr/benefits; or https://pomeroy.4mybenefits.com. Open enrollment for employees occurs annually, during November, for an effective date of January 1. Unless there is a qualifying event throughout the year, employees are not eligible to change their benefits until open enrollment. Employees with qualifying events are eligible to change their benefits with proof of qualifying event sent to the Benefits Department (Fax: 1-800-942-6959).

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
             Director, Human Resources
Dental Insurance

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

All regular, full-time, benefit-eligible and full-time, partial-benefitted employees with 30 days of continuous employment have Dental Insurance available to them, in accordance with their offer letter. The features and provisions for Dental Insurance are available via the following websites: [http://portal.pomeroy.com](http://portal.pomeroy.com); [http://web3.pomeroy.com/hr/benefits](http://web3.pomeroy.com/hr/benefits); or [https://pomeroy.4mybenefits.com](https://pomeroy.4mybenefits.com). Please be advised that benefit-eligible employees do not have to be enrolled in the health plan in order to partake in the dental plans. Waiting periods and frequencies/age limits may apply.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
All regular, full-time, benefit-eligible and full-time, partial-benefited employees with 30 days of continuous employment have Vision Insurance available to them, in accordance with their offer letter. The features and provisions for Vision Insurance are available via the following websites: http://portal.pomeroy.com; http://web3.pomeroy.com/hr/benefits; or https://pomeroy.4mybenefits.com. Please be advised that benefits-eligible employees do not have to be enrolled in the health or dental plan to be able to participate in the vision plan.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
Short-Term Disability Insurance

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

All regular, full-time, benefit-eligible and full-time, partial-benefited employees with 30 days of continuous employment have Short-Term Disability insurance available to them, in accordance with their offer letter. The features and provisions for Short-Term Disability (STD) Insurance are available via the following websites: http://portal.pomeroy.com; http://web3.pomeroy.com/hr/benefits; or https://pomeroy.4mybenefits.com. Disability insurance provides a portion of your paycheck, in the event you are unable to work due to an illness or injury, certified by a physician's order. (Please note: LOA paperwork needs to be filled out in addition to STD paperwork). Short-Term Disability is calculated based on an employee’s base pay. If a benefit-eligible employee does not choose to enroll in Short-Term Disability upon hire or during Open Enrollment, they cannot pick this benefit up upon injury or illness during that benefit year. This benefit is 100% Employee paid.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources

Employee Reference Guide
Long-Term Disability Insurance

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

All regular, full-time, benefit-eligible and full-time, partial-benefited employees with 30 days of continuous employment, will automatically be enrolled in the Long-Term Disability insurance. The features and provisions for Long-Term Disability Insurance are available via the following websites: http://portal.pomeroy.com; http://web3.pomeroy.com/hr/benefits; or https://pomeroy.4mybenefits.com. Benefits begin after 90 days of disability. This benefit is 100% Company paid.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
Life, Accidental Death, and Dismemberment Insurance

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

All regular, full-time, benefit-eligible and full-time, partial-benefited employees with 30 days of continuous employment, will automatically be enrolled in the Life, Accidental Death & Dismemberment Insurance. The features and provisions for Life, Accidental Death & Dismemberment Insurance are available via the following websites: [http://portal.pomeroy.com](http://portal.pomeroy.com); [http://web3.pomeroy.com/hr/benefits](http://web3.pomeroy.com/hr/benefits); or [https://pomeroy.4mybenefits.com](https://pomeroy.4mybenefits.com). Life insurance pays a death benefit of one (2) times your annual earnings to a maximum benefit of $50,000. This benefit is 100% Company paid.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
Supplemental Life Insurance

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

All regular, full-time, benefit-eligible and full-time, partial-benefited employees with 30 days of continuous employment have Supplemental Life insurance available to them. An employee can purchase up to five (5) times his or her annual salary, not to exceed $500,000. An employee may cover a spouse up to 50% of his or her individual coverage and child(ren) in $2500 increments up to $10,000. At initial enrollment, up to $300,000 for employee under age 70 and $50,000 for spouse is available without an Evidence of Insurability form. Rates are age banded and classified by age at low group rates. Coverage can be converted to an individual policy when employee leaves Company employment. This benefit is 100% employee paid.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
COBRA Notification

<table>
<thead>
<tr>
<th>CORPORATE POLICY</th>
<th>Origination Date: 2006</th>
<th>Revision Date: March 2010</th>
<th>Effective Date: April 2011</th>
</tr>
</thead>
</table>

COBRA continuation is a temporary extension of your group health coverage. The right to COBRA continuation was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation can become available to you when you otherwise would lose your group health insurance. It also can become available to other members of your family who are covered under your health insurance policy when they otherwise would lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Medical Plan’s Summary Plan Description or contact the Plan Administrator. Under the Health Insurance Plan, qualified beneficiaries who elect COBRA continuation must pay for this coverage.

<table>
<thead>
<tr>
<th>Qualifying Event</th>
<th>Continuation Coverage Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Termination of employment (other than for gross misconduct)</td>
<td>up to 18 months, for the covered employee, spouse, and dependent child(ren)</td>
</tr>
<tr>
<td>● Reduction in hours</td>
<td></td>
</tr>
<tr>
<td>● Covered employee’s death</td>
<td>up to 36 months, for the spouse and dependent child(ren)</td>
</tr>
<tr>
<td>● Covered employee’s Medicare entitlement</td>
<td></td>
</tr>
<tr>
<td>● Divorce or Legal separation</td>
<td></td>
</tr>
<tr>
<td>● Child’s loss of dependent status</td>
<td>up to 36 months, for the dependent child</td>
</tr>
</tbody>
</table>

For Disabled Plan Participants

- Termination of employment (other than for gross misconduct)
- Reduction in hours

up to 29 months, if determined by the Social Security Administration to be disabled at the time of the qualifying event or during the first 60 days of COBRA coverage

Special note: In the event of multiple qualifying events, in some cases continuation coverage may be extended up to 36 months measured from the date of the first qualifying event.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
<table>
<thead>
<tr>
<th>CORPORATE POLICY</th>
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<th>Revision Date: March 2010</th>
<th>Effective Date: April 2011</th>
</tr>
</thead>
</table>

All regular, full-time, benefit-eligible and full-time, partial-benefited employees with 30 days of continuous employment have the Flexible Spending Account (FSA) available to them. Eligible employees may set aside money through payroll deductions for eligible medical, dental, vision and dependent care expenses on a pre-tax basis. A Healthcare Flexible Spending Account (FSA) can be used to cover any out-of-pocket expenses related to medical, dental or vision services and prescription drugs for an eligible employee and dependents. A Dependent Care Flexible Spending Account (FSA) can be used to pay for daycare services, including elderly care services for an eligible employee’s dependents. A Limited Purpose Flexible Spending Account can be used for dental and vision expenses only. This will primarily be for those employees enrolling in the HDHP medical plan.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
             Director, Human Resources
Worker’s Compensation

All employees are entitled to Workers’ Compensation benefits paid by Pomeroy. This coverage is automatic and immediate and protects employees from work-related injury or illness.

RESPONSIBILITIES:

1. The Benefits Department is responsible for the administration of this Policy.

2. Each manager is responsible to ensure that this policy is applied consistently. Any issues regarding eligibility or interpretation shall be referred to Benefits Department for a determination.

3. It is the responsibility of the employee to report all injuries or illnesses arising out of the course of employment to their manager, regardless of how small the injury may appear to be.

4. The Workers’ Compensation Insurance Company has responsibility for overall administration of claims, including acceptance, denials, and processing. This is subject to change from time to time.

PROCEDURES:

1. Injuries must be reported within 24 hours of the incident.

2. Depending on the seriousness of the injury, the injured worker should be sent for medical treatment and a drug screen immediately. If employee does not seek medical treatment a drug screen is not required. The manager is responsible for sending the employee for medical treatment and a drug screen, if applicable.

   a. For emergency situations the injured worker should be taken to the closest hospital emergency room. For non-emergency situations, the injured employee should be taken to the closest urgent care or doctors on call or similar location.


   c. If there is not a Concentra location accessible to the injured employee’s work location, the Manager may contact the Benefits department at 1-800-846-8727 ext. 1144, option [1] then option [3] for another provider.
3. Reporting an Injury

   a. It is the employee’s responsibility to report all work-related incidents immediately to his or her manager within 24 hours of the incident.

   b. Manager notifies Benefits Department of an incident by completing a Workers Comp Form Exhibit A - Manager Statement and emailing it to benefits@pomeroy.com or faxing it to 1-800-942-6959. The form can be obtained directly from the Company Intranet under Human Resources > Benefits Tab > forms > Workers Comp Forms – Reporting an Injury. The company Intranet can be accessed by going to: http://portal.pomeroy.com.

   c. Manager has the employee complete the Workers Comp Form Exhibit B - Employee Statement and sends it to the Benefits department by emailing benefits@pomeroy.com or faxing it to 1-800-942-6959. The form can be obtained directly from the Company Intranet under Human Resources > Benefits Tab > forms > Workers Comp Forms – Reporting an Injury. The Company Intranet can be accessed by going to: http://portal.pomeroy.com.

4. Employee Responsibilities

   a. Seek immediate medical attention when necessary.

   b. Report medical status to manager as soon as possible after receiving medical attention.

   c. Stay in contact with the Benefits Department and employee’s manager.

   d. Return to a temporary, modified work assignment if available when on light duty restrictions.

   e. Follow prescribed treatment and therapy plans.

   f. Immediately notify manager if job tasks exacerbate illness/injury symptoms.

3. The Benefits Department will file a claim with the insurance company when it receives the incident report as well as handle all record keeping, including:

   a. Maintain all official records of Workers’ Compensation and on-the-job incidents.

   b. Work with the employee to offer assistance and answer any questions he or she may have. Collect medical bills and/or doctor’s notes to be forwarded to the insurance company.

   c. Coordinate with the Manager regarding any lost time for employees returning to work on light duty status.

4. Travelers handles all administrative components of Pomeroy’s Workers’ Compensation program, including:

   a. Accept or deny claims based on information provided by Pomeroy, the injured
employee, and the medical provider.

b. Process payments for indemnity, medical bills, and other expenses.

c. Establish case reserves that reflect the potential, ultimate outcome given the facts of the claim.

5. Return to Work - It is the Company’s policy to provide employees with the best possible recovery program so that they can return to work with minimal disruption. Light duty instructions from a medical provider must be accommodated as much as possible.

a. If the injured employee is unable to work or light duty is not available, the employee will be placed on a leave of absence due to workers’ compensation.

b. Employees placed on workers’ compensation leave of absence will be responsible for paying semi-monthly benefit premiums.

c. The Benefits Department will send semi-monthly invoices to the employee for missed benefit premiums.

d. If the employee does not pay the benefit premiums, their benefits will be cancelled retroactively to the date the leave began.

Employees who do not comply with this Policy may be subject to discipline up to and including termination.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
401K Plan

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2011 | Effective Date: April 2011 |

All regular, full-time, benefit-eligible and full-time, partial-benefited employees with 30 days of continuous employment are eligible for the 401(k) Retirement Savings Plan. This easy, automatic payroll deduction plan lets eligible employees save for retirement on a tax-deferred basis.

The features and provisions for the 401(k) Retirement Savings Plan are available via the following websites: http://portal.pomeroy.com; http://netbenefits.401k.com; or https://pomeroy.4mybenefits.com.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
Employee Assistance Program

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

The Employee Assistance Program (EAP) assists employees and employers and eligible household members with a wide variety of issues that can impact on-the-job performance. The features and provisions for the Employee Assistance Program are available via the following websites: http://portal.pomeroy.com; http://web3.pomeroy.com/hr/benefits; or https://pomeroy.4mybenefits.com.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
Welcome Back Program

<table>
<thead>
<tr>
<th>CORPORATE POLICY</th>
<th>Origination Date: 2006</th>
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</tr>
</thead>
</table>

Purpose

This program describes Pomeroy’s general philosophy concerning re-hire procedures.

Scope

This program outlines the eligibility requirements and provisions for employees who return to Pomeroy within 90 days of termination.

Eligibility

All full-time employees who return to Pomeroy within 90 days of their termination date will be eligible to receive the advantages of the Program if he or she is re-hired as a full-time, benefits-eligible Pomeroy employee as described below:

Benefits Eligible definition:

Benefits-eligible Pomeroy employees are those who satisfy the following criteria and would be eligible for Pomeroy- sponsored benefits:

- Pomeroy employees who have been employed for 30 days and work in excess of 30 hours a week.

Provisions

A. Waiver of Benefit Waiting Periods Provision

1. This provision applies to the following Pomeroy-sponsored benefit plans: Medical, Dental, Vision, Life Insurance (i.e., Basic, Supplemental, and Dependent), Short-Term Disability, Long-Term Disability, 401(k) Retirement Savings Plan and Flexible Spending Accounts.

2. The standard waiting period that applies to the applicable Pomeroy-sponsored benefit plans will be waived, if the former employee is re-hired within 90 days following his or her most recent termination date and he or she satisfies all other eligibility requirements that are applicable.

3. This provision does not apply if the employee is re-hired after a break in service in excess of 90 days. In this case, if it is determined that the employee is eligible for benefits, the employee will be treated as a new employee and benefits eligibility will be determined by the employee’s re-hire date. The standard waiting
period will apply and the effective date for coverage will be according to the provisions of each benefit plan.

4. If this Program is inconsistent with or contrary to the provisions of an insured benefit plan, the terms and provisions of the insurance policy will govern and take precedent over this Program.

B. Recognition for Prior Service Hours

1. This provision allows for the recognition of prior Pomeroy service if the former employee is re-hired within 90 days following his or her most recent termination date and he or she satisfies all other eligibility requirements that are applicable.

2. If the employee is re-hired as a full-time, benefits-eligible employee, Time Off with Pay will be restored.

3. This provision does not apply if the employee is re-hired after a break in service in excess of 90 days. In this case, the employee will be recognized as a new employee and subject to the standard service-hours requirements that apply under vacation programs.

Other Conditions

The procedures and practices described in this document may be changed from time to time with or without notice and will be interpreted at the discretion of Pomeroy. The information contained within this document supersedes any and all prior oral or written representations or statements regarding re-hire policies, practices and procedures of the Company. This Program is not intended to be a contract or to create obligations. Rather it describes Pomeroy’s general philosophy concerning re-hire procedures.

Pomeroy reserves the right to terminate/modify this Program at any time, without advance notice to participants.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
This Chapter describes policies as it pertains to paid or un-paid time away from work.
Pomeroy offers regular, full-time, benefit-eligible employees, with 60 days of continuous employment, up to seven (7) paid holidays per year in accordance with the Summary of Available Benefits section, which is included in the employee Offer Letter. A holiday is defined as an eight (8)-hour day, therefore, the policy allows for 56 hours per year. Once you have completed 60 days of continuous service with Pomeroy, you are eligible to receive pay for holidays, provided you work the first scheduled day before and last scheduled day after the holiday.

All regular, part-time, partial-benefited employees may receive four (4) hours of holiday pay for each holiday, totaling 28 hours per year.

Holidays that fall on a Saturday are observed on the Friday before the holiday and holidays that fall on a Sunday are observed on the Monday after the holiday. Pomeroy reserves the right to modify the date it will observe the holiday. Due to the nature of Pomeroy's business, Pomeroy must comply with certain monthly, quarterly and annual reporting requirements; therefore, it may be necessary, from time to time, for Pomeroy to provide all or certain personnel with an alternate date upon which they can observe the holiday via a day off with pay. Holiday time does not qualify for regular hours worked for purposes of calculating overtime.

The Holidays are:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Day

Please note: there may be exceptions based on the level of business.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
PURPOSE

Pomeroy’s Time-Off with Pay Policy ("Policy") is designed to provide employees the flexibility to take time off with pay to meet their individual needs. Time-Off with Pay is provided to eligible employees as set forth in this Policy, and is in addition to holiday pay as established by the Company. Eligible employees (as defined below) are encouraged to use Time-Off with Pay in order to provide work-life balance. It is Pomeroy’s philosophy that it is challenging for an employee to perform at optimal levels or at their best without adequate time off to rejuvenate.

SCOPE

Full-time, part-time and Transition employees are eligible for Time-Off with Pay in accordance with this Policy (collectively referred to as “eligible employees”). For purposes of this policy, full-time means Pomeroy employees who are regularly scheduled to work a minimum of 30 hours or more per week; part-time means Pomeroy employees who are regularly scheduled to work 20 or more hours per week; and, Transition employee means individuals who (i) become Pomeroy employees through means of a merger or acquisition and (ii) meet Pomeroy’s requirements for either full-time or part-time employment status. Temporary employees, defined as an employee hired to work a reasonably predictable schedule, either full-time or part-time, for a period not intended to exceed twelve (12) months in duration and 1000 hours worked, and include Transition “temporary” employees, are not eligible for Time-Off with Pay. This policy applies to Pomeroy employees in the United States and Canada. This policy does not apply to Pomeroy’s European-based employees. See section titled “Policy Limitations & Exclusions” for other limitations and exceptions to the Scope of this Policy.

POLICY AND PROCEDURES

Time-Off with Pay under this Policy must be taken within the calendar year, which is defined as January 1st through December 31st. This is a Use-it or Lose-it policy, subject to certain limitations and exclusions expressly provided below. Time-Off with Pay that an employee is eligible for but does not use during the calendar year will be forfeited and will not rollover to the next calendar year or be paid out at termination except as may be required by law in certain jurisdictions in the United States or provinces in Canada. As stated above, full-time, part-time and Transition employees are eligible for Time-Off with Pay under this Policy. For purposes of eligibility to use Time-off with Pay, full-time new hires must work 60-days of successful continuous service (Introductory period) before employee is eligible to receive Time-Off with
pay (new Part-time employees must work 120-days of successful continuous service). Canada-based employees must work 90-days of successful continuous service before eligible to receive Time-off with Pay. Please note: Pomeroy monitors and evaluates every new employee's performance for three (3) months to determine whether further employment in a specific position or with Pomeroy is appropriate.

Salaried employees must use Time-Off with Pay in full day increments. Hourly employees may use Time-Off with Pay in full day increments or full hour increments as approved by manager. Employee may not enter more than eight (8) hours of Time-Off with Pay for any given day (including hourly employees who may work 4, 10-hour days). Eligible employees must actually perform work-related duties, responsibilities or functions for more than 40 hours in a work week before overtime can or will apply. Time-Off with Pay is not considered regular hours worked and will not be included in any overtime pay computation.

The amount of Time-Off with Pay that an eligible employee may use during a calendar year is determined based on his or her years of service with the company, along with his or her status as a full-time or part-time employee. Table I below sets forth the Time-Off with Pay that full-time employees are eligible for under this Policy. Table II below sets forth the Time-Off with Pay that part-time employees are eligible for under this Policy. Table III below sets forth the Time-Off with Pay that new full-time and new part-time employees are eligible for on a prorated basis during the first calendar year of such new employee’s employment with company.

See section titled “Policy Limitations & Exclusions” for other limitations and exceptions to this Policy.

**Employees are eligible for Time-Off with Pay according to the following schedules**

<table>
<thead>
<tr>
<th>Years of Service*</th>
<th>Total Annual # of Days**</th>
<th>Total Annual Hours</th>
<th>Time-Off with Pay Rollover Maximum Hours</th>
<th>Maximum Time-Off with Pay Program Hours Paid At Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 Years</td>
<td>12</td>
<td>96</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
<tr>
<td>3 Years</td>
<td>14</td>
<td>112</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
<tr>
<td>4 Years</td>
<td>16</td>
<td>128</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
<tr>
<td>5 - 9 Years</td>
<td>18</td>
<td>144</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
<tr>
<td>10+ Years</td>
<td>22</td>
<td>176</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
</tbody>
</table>

*(effective 1.1.2011):*

*In terms of “Time-Off with Pay”, each January 1st is considered a full Year of Service with Pomeroy provided employee has met introductory period requirements.

**Total Time-Off with Pay over and beyond this schedule must be approved by Director of HR.
and documented in employee file; above schedule is based on full-time employment of 30+ hours per week. Hours will be prorated for new full-time employees in accordance with Proration Schedule below. Employees will not be eligible for additional Time-Off with Pay during an unpaid leave of absence.

NOTE: Above schedule and associated practices applicable to all eligible employees except as otherwise required by law.

### TABLE II: Part Time Employees (a minimum of 20, but less than 30 hours per week) (non-TSS employees)

<table>
<thead>
<tr>
<th>Years of Service*</th>
<th>Total Annual # of Days**</th>
<th>Total Annual Hours</th>
<th>Time-Off with Pay Rollover Maximum Hours</th>
<th>Maximum Time-Off with Pay Program Hours Paid At Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 Years</td>
<td>6</td>
<td>48</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
<tr>
<td>3 Years</td>
<td>7</td>
<td>56</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
<tr>
<td>4 Years</td>
<td>8</td>
<td>64</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
<tr>
<td>5 - 9 Years</td>
<td>9</td>
<td>72</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
<tr>
<td>10 + Years</td>
<td>11</td>
<td>88</td>
<td>Use-it, or, Lose-it</td>
<td>0</td>
</tr>
</tbody>
</table>

*In terms of “Time-Off with Pay”, each January 1st is considered a full Year of Service with Pomeroy provided employee has met introductory period requirements.

**Total Time-Off with Pay will not exceed above schedule for part-time employees; Schedule above is based on part-time employment of 20+ hours per week. Hours will be prorated for new part-time employees in accordance with Proration Schedule below. Employees will not be eligible for additional Time-Off with Pay during an unpaid leave of absence.

NOTE: Above schedule and associated practices applicable to all eligible employees except as otherwise required by law.

**Pro-rated Schedule for New Employees.** The amount of Time-Off with Pay that new full-time employees are eligible for, after 60 days of successful continuous service, is calculated by applying the hire date to the Prorated Schedule in Table III below. The amount of Time-Off with Pay that new part-time employees are eligible for, after 120 days of successful continuous service, is calculated by applying the hire date to the Prorated Schedule in Table III below. For example, if a new full-time employee is hired March 1st, employee would be eligible to take up to a maximum of 10 days or 80 hours of Time-Off with Pay from May 1st through the end of the calendar year. Please note: Should an individual become a Pomeroy employee due to acquisition, years of service grand-fathering rules may apply as approved by Senior Management.

Please note: Full-Time new hires starting after October 15th are ineligible for Time-Off with Pay for the remainder of the applicable calendar year. Part-Time new hires starting in August
or later in the calendar year are ineligible for Time-Off with Pay for the remainder of the applicable calendar year.

### TABLE III: Prorated Schedule for New Employees – Eligibility for Time-Off with Pay

*non-TSS employees*

<table>
<thead>
<tr>
<th>Month Hired</th>
<th>New Full-Time Employees *</th>
<th>New Part-Time Employees**</th>
</tr>
</thead>
<tbody>
<tr>
<td>January (hire date of January 1 – January 31)</td>
<td>12 days / 96 hours</td>
<td>6.0 days / 48 hours</td>
</tr>
<tr>
<td>February (hire date of February 1 – February 28)</td>
<td>11 days / 88 hours</td>
<td>5.5 days / 44 hours</td>
</tr>
<tr>
<td>March (hire date of March 1 – March 31)</td>
<td>10 days / 80 hours</td>
<td>5.0 days / 40 hours</td>
</tr>
<tr>
<td>April (hire date of April 1 – April 30)</td>
<td>9 days / 72 hours</td>
<td>4.5 days / 36 hours</td>
</tr>
<tr>
<td>May (hire date of May 1 – May 31)</td>
<td>8 days / 64 hours</td>
<td>4.0 days / 32 hours</td>
</tr>
<tr>
<td>June (hire date of June 1 – June 30)</td>
<td>7 days / 56 hours</td>
<td>3.5 days / 28 hours</td>
</tr>
<tr>
<td>July (hire date of July 1 – July 31)</td>
<td>6 days / 48 hours</td>
<td>3.0 days / 24 hours</td>
</tr>
<tr>
<td>August (hire date of August 1 – August 31)</td>
<td>5 days / 40 hours</td>
<td>1.0 day / 8 hours</td>
</tr>
<tr>
<td>September (hire date of September 1 – September 30)</td>
<td>4 days / 32 hours</td>
<td>Ineligible until new calendar year</td>
</tr>
<tr>
<td>October (hire date of October 1 – October 15)</td>
<td>2 days / 16 hours</td>
<td>Ineligible until new calendar year</td>
</tr>
<tr>
<td>October, November &amp; December (hire date of October 16th or later)</td>
<td>Ineligible until new calendar year</td>
<td>Ineligible until new calendar year</td>
</tr>
</tbody>
</table>

* *After 60 days of successful continuous service (new Full-time employees)*

** *After 120 days of successful continuous service (new Part-time employees)*

**NOTE:** Above schedule and associated practices applicable to all eligible employees except as otherwise required by applicable law.

**Requesting Use of Time-Off with Pay.** Employee must have written approval by immediate manager to use Time-Off with Pay. Unless otherwise authorized by the manager in writing and applied consistently across the department, approval must be obtained at least 14 days in advance of the requested time off, except in cases of illness or emergency. For hourly employees, all time away from work should be deducted from Time-Off with Pay in hourly increments with the exception of fixed company holidays and time off in accordance with company policy for jury duty, military duty, approved leave of absence or bereavement. Excessive use of Time-Off with Pay, which is not scheduled and approved 14 days in advance (or as defined by department manager), may result in disciplinary action, up to and including termination, in accordance with the company's Attendance Policy. Within a workgroup, Time-Off with Pay should be scheduled to maintain normal operating efficiency. Whenever possible, a manager will allow an employee his/her choice of time-off if employee can do so without
jeopardizing the business needs of the unit/department.

**Unplanned Time-Off with Pay Absences.** Up to two (2) days of Time-Off with Pay may be used for unscheduled time off. Unscheduled absences in excess of two (2) days and absences not approved in advance by the manager may be considered unplanned Time-Off with Pay absences. Unplanned absences do occur from time to time and typically will only be considered problematic when business needs are not being met or when the use of unplanned absences becomes a pattern that causes disruption to the work environment. Although advance approval is not required for absences related to illness, employees are required to notify their manager immediately if they are unable to work due to illness or as soon as reasonably practicable under the circumstances. Unscheduled absences or absences due to medical conditions or illness may require that the employee submit a doctor’s note to document that either the absence was medically necessary and/or to release the employee to return to work. Employees who develop a pattern of unplanned absences (those that are not eligible for short term disability or Family and Medical Leave) may be subject to disciplinary action up to and including termination as defined in the company’s Attendance Policy and individual departmental policy and practices.

**Time-Off with Pay Relative to FMLA.** During a leave of absence, available Time-Off with Pay will be automatically paid to the employee on the next regularly scheduled payday following the beginning of the leave period. Leave without pay will only be used after all available Time-Off with Pay that the employee is eligible for under this Policy has been exhausted (except in the instance of a suspension without pay). Employees are not eligible for Time-Off with Pay when off work on paid leave, unpaid leave, short-term disability, or long-term disability except as otherwise required by law. In the event of any such leave, employee’s eligibility for Time-Off with Pay will be suspended and the amount of Time-Off with Pay that the employee will be eligible for when he/she returns from leave to active status will be prorated based upon the actual number of days of active employment in the calendar year.

**Use of Time-Off with Pay During Periods of Inclement Weather and Office Closings.** All employees making an individual judgment to be absent during a period of inclement weather, when the company is otherwise open for business, may utilize Time-Off with Pay that the employee is eligible for under this Policy. It is the sole responsibility of the employee to immediately contact manager in such circumstances. Especially for salaried employees, it is expected that in such circumstances, employee will make every effort to be responsive to business needs, arranging to work from home for part or all of the workday as reasonably feasible. If hourly employee has no Time-Off with Pay available, hourly employee may elect to take the time off without pay or may work with manager to make up the time as long as such accommodation is made up within the same work week. Time-Off with Pay requested on a day when an office is closed, including late opening or early closing, due to adverse weather conditions, will not result in an adjustment to any employee’s original Time-Off with Pay request. In circumstances where office is closed due to adverse weather conditions, including
late opening or early closing, employee’s Time-Off with Pay will not be impacted.

POLICY EXCEPTIONS, LIMITATIONS & EXCLUSIONS

a. Limit on Time-Off with Pay for Technical Staffing Services (or HCMS) (“TSS”) employees. Notwithstanding anything to the contrary stated in this Policy, in no event will any full-time or part-time eligible Technical Staffing Services (or HCMS employees) (“TSS”) employees will be eligible for Time-off with Pay exceeding the following:

- Eligible employees hired on 1/1/2011 will be eligible for up to five (5) days/40 hours of Time-Off with Pay during any calendar year after 120 days of continuous successful service and/or as approved by VP of TSS. During the employee’s first year of service, hours will be prorated based on employee’s date of hire as outlined in the table below:

<table>
<thead>
<tr>
<th>Month Hired</th>
<th>Eligible Time-Off with Pay *</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>4.5 days / 36 hrs</td>
</tr>
<tr>
<td>February/March</td>
<td>3.5 days / 28 hrs</td>
</tr>
<tr>
<td>April/May</td>
<td>2.5 days / 20 hrs</td>
</tr>
<tr>
<td>June/July</td>
<td>1.5 days / 12 hrs</td>
</tr>
<tr>
<td>August-December</td>
<td>Ineligible until new calendar year</td>
</tr>
</tbody>
</table>

* After 120 days of successful continuous service.

- Eligible employees hired on or after 1/1/2008 and on or before 12/31/2010 will be eligible for ten (10) days/80 hours of Time-Off with Pay during any calendar year, regardless of years of service with the company. Eligible employees hired on or before 12/31/2007 will be eligible for an amount of vacation time equal to and not to exceed their earned vacation amount as outlined in the table below:

<table>
<thead>
<tr>
<th>Year Hired</th>
<th>Eligible Time-Off with Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>12 days/96 hrs</td>
</tr>
<tr>
<td>2006</td>
<td>14 days/112 hrs</td>
</tr>
<tr>
<td>2001-2005</td>
<td>15 days/120 hrs</td>
</tr>
<tr>
<td>2000 and prior</td>
<td>20 days/160 hrs</td>
</tr>
</tbody>
</table>

Attention HCMS Employees: HCMS employees will be eligible to rollover up to 120 unused/earned hours from 2010 into calendar year 2011. Unused eligible hours at end of 2011 will not rollover. If terminated in 2011 prior to usage of all approved rollover hours, eligible HCMS employees may qualify for payout of remaining unused/earned hours in accordance with company policy and as approved by HR Director. In no event will eligible payout exceed 120 hours. Additionally, in calendar year 2011, HCMS employees are also
eligible for Time-Off with Pay according to Chart A above but will not exceed 160 hours in any calendar year. Furthermore, unused Time-off with Pay over and above approved rollover hours will be forfeited upon termination and will not be paid out, except as otherwise required by law.

Notwithstanding anything to the contrary stated in this policy, the following TSS (and HCMS) employees are not eligible for Time-Off with Pay: Regular, Full-Time, Partially Benefited employees; Regular, Full-Time, Non-Benefited employees; Regular, Part-Time employees; and, Temporary employees.

b. Automatic Forfeiture of Unused Time-Off with Pay at end of Calendar Year.

Except as expressly set forth below or as otherwise required by law, employees eligible for Time-Off with Pay under this policy will not be permitted to rollover days or hours not used in the applicable calendar year to the next calendar year nor will employee receive any compensation or benefit of any kind for such unused days or hours. For example, a full-time employee who has been with company for five (5) years will be eligible for 144 hours of Time-Off with Pay during the calendar year under this policy. If employee uses only 100 of the 144 hours that he/she is eligible for within the applicable calendar year, employee will automatically forfeit 44 hours that he/she was otherwise eligible to take off with pay. The employee will not receive any payout for the unused hours. Furthermore, on January 1 of the next year calendar year (the employee’s sixth year of service, in this example), unused hours will not rollover. This is a Use-it or Lose-it policy.

Exceptions to the foregoing automatic forfeiture provision for employees working in Canada, Puerto Rico, the state of California, and other jurisdictions in the United States, if any, where use it or lose it policies are not permitted by law: Managers of employees working in Canada, Puerto Rico, California, or other jurisdictions in the United States where use it or lose it policies are not permissible, will be required to develop Time-Off with Pay plans/schedule for each employee outlining specifics of when Time-Off with Pay will be used throughout the year in order to ensure a proper balance between the employees desired use of Time-Off with Pay and business requirements. The manager will be responsible for ensuring that Time-Off with Pay is used accordingly throughout the calendar year for each employee. These plans must be submitted by Manager to Human Resources at benefits@pomeroy.com on or before March 1 of the plan year. With regard to employees who are subject to a specific Time-Off with Pay plan, unused Time-off with Pay may not rollover to the next calendar year unless or until approved by HR Director and in accordance with the applicable state and/or provincial law. The maximum amount of time that any employee may rollover under this exception is 200 hours on a calendar year basis. In no event will the number of approved hours that an employee is permitted to rollover exceed such 200 hour limit except as required by law. If an employee is entitled to rollover 200 hours from one calendar year to another, such employee will not be eligible for additional Time-Off with Pay during the new calendar year, except as required by law. At no time
during any calendar year will any employee be eligible for more than 200 hours of Time-Off with Pay. For example, if a full-time Pomeroy employee working in California for 5 years is eligible for 144 hours of Time-Off with Pay during the 2011 calendar year, but the employee only uses 44 hours of Time-Off with Pay during such calendar year, then upon approval by HR Director, the employee may rollover 100 hours of Time-Off with Pay. In calendar year 2012, the employee will be eligible for 200 hours of Time-Off with Pay because 100 hours rolled over from 2011 and employee is eligible for additional 144 hours of Time-Off with Pay for the new calendar year --- subject to the 200 hour maximum cap.

**Time-off With Pay Advance.** Employees in aforementioned jurisdictions may use Time-off with Pay as earned. Time-off with Pay will not be advanced unless expressly approved in writing by SVP of respective business unit and HR Director (or as otherwise required by law) and submitted to Payroll Department.

c. **Time-Off with Pay at Termination.** If an eligible employee’s employment is terminated for any reason during the calendar year, unused Time-Off with Pay will be automatically forfeited and no compensation or other payment will be provided at termination. No exceptions will be made, except as may be required by law. The termination effective date is the last day worked, regardless of whether the employee has requested Time-Off with Pay beyond that date. Effective July 1, 2011, if an eligible employee is terminated, or resigns, for any reason but Reduction in Force or Death, and employee has used more hours than he/she is eligible for under this policy, employee acknowledges, understands and agrees that these hours/days constitute a debt owed to the company. Employees terminated for “Management Decision” will be determined on a case by case scenario to see if the debt owed to the company will be recouped or reimbursed. The exceptions will be moving forward, not retroactively. Please note; this means that employees who have already been affected by Pomeroy recouping Time Off with Pay not yet granted, will not receive a reimbursement. By availing himself/herself to this Policy and utilizing Time-Off with Pay, eligible employee voluntarily consents and expressly authorizes company to deduct the amount owed to company for such debt from his/her final paycheck. If any debt remains after this withholding, the employee agrees to immediately reimburse the company for the remaining balance. Employees who give two weeks’ notice of employment termination must work the two weeks without utilizing Time-Off with Pay unless provided with written authorization from manager to do so.

**Exceptions to the foregoing provision for employees working in Canada, the state of California, other jurisdictions in the United States, if any, and Puerto Rico:** In instances where a Pomeroy employee is hired in a jurisdiction where Time-Off with Pay is viewed as a vested benefit (i.e., California, Canada, Puerto Rico, or other applicable states), upon termination, any eligible Time-Off with Pay will be paid out on a pro-rated
basis. Employee will be paid out at current rate of pay. Only earned/unused Time-Off with Pay will be paid out except as otherwise required by law. Unused Time-Off with Pay is normally paid on employee’s final paycheck but not later than two (2) weeks following the termination date or sooner if or as may be required by the applicable law. If employment is terminated for any reason and Time-Off with Pay balance is in the negative, employee agrees, acknowledges and understands that the dollar amount equal to the pay for those hours will be deducted from their final paycheck except as otherwise required by law. By availing himself/herself to this Time-Off with Pay Policy, employee consents and authorizes the withholding of such monies from his/her final paycheck.

ADDITIONAL POLICY ELEMENTS & RESOURCES

This policy supersedes all existing and former policies and addendums related to Vacation, PTO, Personal Leave, Sick Pay, etc. for all employees except as otherwise noted. The Company has established this Policy with the intention of maintaining it for an indefinite period of time. However, the Company may, at its sole discretion, at any time, amend or terminate the Program, in whole or in part, for any reason, with or without notice to the affected employees except as required by law. The Company has the right to interpret, construe, and determine the benefits under this Program at its sole discretion. This Program does not create a contract of employment between Pomeroy or its subsidiaries and any of its employees. Pomeroy reserves the right to terminate any employee at any time for any reason.

Resources:
- Time-off with Pay 2011 Matrix
- Employee Acknowledgment of Receipt Form

California Department of Labor:  http://www.dir.ca.gov/dlse/DLSE-FAQs.htm
Canada Department of Labor:  www.labour.gc.ca;
For Ontario:  www.labour.gov.on.ca;
For New Brunswick:  www2.gnb.ca

Direct inquiries:  Human Resources, Director, Human Resources
Approved by:  SVP, Human Resources
             Director, Human Resources
Inclement Weather

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: April 2011 | Effective Date: April 2011 |

**Purpose**

The purpose of this policy is to keep Pomeroy employees safe when traveling in inclement weather.

**Scope**

This policy outlines the procedure in the case of dangerous or hazardous weather.

**Policy**

Pomeroy will make every effort to maintain normal work hour
s and respond to client/customer needs even during inclement weather. Keep in mind that our clients, partners, and employees in other parts of the country may or may not be experiencing dangerous or hazardous weather conditions. Therefore, we need to be available for them, whether we provide services from our campus or remote locations.

While Pomeroy is open for business, unless there is a declared State of Emergency, there may be times when we will delay opening or close early. Such decisions will be made by the President & CEO and announced via Corporate Communications. Managers are responsible for ensuring timely communication to the department and/or business unit for which they are responsible. Employees will be expected to remain at work until the appointed closing time unless employee receives permission from his or her department head to do otherwise. Employees on client sites must also follow on-site procedures and practices.

All employees should use good judgment and discretion when deciding whether to travel to work during dangerous or hazardous weather so as to arrive safely. If you arrive at work after the scheduled opening time, that time is charged to you as either (1) Time Off with Pay or (2) unpaid time. Furthermore, if an employee, whether hourly or salaried, has made pre-arrangements with and received approval from his or her immediate supervisor, he or she may work from home if it is determined by the supervisor that employee can and will maintain performance productivity levels and be responsive to internal/external customer needs. Managers must be consistent across their department in this regard and base decisions on the needs of the business and safety of employees. Please note: Hourly employees will only be paid for actual hours worked as approved by supervisor.

Pomeroy accommodates individual situations by allowing the use of Time Off with Pay in these situations. It is critical that each employee communicate with his or her supervisor to ensure
whereabouts are known if employee is delayed or unable to report to work. Should an employee elect to leave prior to a decision being made by Pomeroy to close early, the employee will be required to use Time Off with Pay at the same rate as if he or she arrived after scheduled start time.

For questions regarding the implementation of this policy, please contact the Human Resources Department.

Direct inquiries:   Human Resources, Director, Human Resources
Approved by:      SVP, Human Resources
                  Director, Human Resources
Purpose

It is the philosophy of Pomeroy to be supportive to employees when they have a need to be absent from work due to medical, military, or personal reasons. The purpose of this policy is to ensure all leaves are managed in a consistent and compliant manner.

Scope

All regular, full-time (scheduled 30 hours or more per week) or part-time (up to 30 hours per week), active salaried (exempt and non-exempt) and hourly employees (“Employee”) of Pomeroy are eligible under this Policy after any applicable introductory period. Temporary, seasonal, casuals or contractor employees are not eligible under this Policy.

Policy

It is the Policy of Pomeroy (the “Company”) to provide certain types of leaves of absence to eligible employees when they have a need to be absent from work due to medical, military, or personal reasons. The Policy is created and referenced in compliance with state and federal laws governing employee leaves of absence.

Responsibilities

The Human Resources Benefits department is responsible for the administration of this Policy.

Each manager is responsible to ensure that this policy is applied consistently. Any issues regarding eligibility or interpretation shall be referred to the Benefits department for a determination.

Each employee is responsible for following the procedures contained herein; including paying any premiums/contributions associated with his/her enrolled benefits. Failure to follow the Leave of Absence Policy for any reason is grounds for termination.

Types of Leaves and Employment:

The following types of leave are recognized and approved under this Policy: 1) Medical (non-FMLA), 2) FMLA, 3) Personal, and 4) Military.

Non-FMLA Medical

Medical leave is available for employees who do not qualify for leave under the Family
Medical Leave Act (FMLA) and have a need to be off work due to a valid health condition. Employees taking medical leave must provide documentation from a medical care provider with the following information: 1) start date of leave; 2) reason for leave and; 3) date of return to work. Documentation must be updated every 30 days or sooner if requested, during the LOA period. The employee’s manager must approve the leave.

If approved, the Company will attempt to retain the employee’s position or comparable position for as long as the leave is approved on the Request for Leave of Absence form. During the leave, the employee will remain an active employee. If a Leave of Absence exceeds more than 90 days, for any reason, the employee will automatically be terminated.

Employees are required to exhaust all Time Off with Pay that they may be eligible for during their Leave of Absence. After that, the Leave of Absence is provided on an unpaid basis unless the employee is eligible and approved for Short-Term Disability.

Employees on medical leave have no rights or guarantee for a job upon their return from leave.

Employees on Non-FMLA Medical leave may be eligible for short-term disability benefits (see Disability Section 1). When short-term disability benefits have been exhausted, the employee may be eligible for long-term disability benefits.

**Family Medical Leave Act (FMLA)**

In compliance with the Family Medical and Leave Act, the Company shall provide up to 12 weeks of unpaid, job-protected leave during a rolling 12-month period to "eligible" employees for certain family medical reasons.

An employee is eligible if he/she has been employed by the Company for at least one (1) year, has worked a minimum of 1250 hours for the Company in the preceding 12-month period, and there are at least 50 employees within 75 miles of the employee's business location.

Specifically leave may be taken:

- To take medical leave when the employee is unable to work because of a serious health condition
- For the birth and care of a newborn child of the employee
- For the placement with the employee of a child for adoption or foster care
- To care for a spouse, son, daughter or parent with a serious health condition
- For the employee whose, spouse, son, daughter or parent is being call to active duty status
- For an employee who has a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces, with a serious injury or illness (up to 26 weeks of unpaid leave)
To determine the amount of leave available, the Company will review the 12 months prior to when the requested leave begins to determine the amount of leave already used, if applicable.

The use of leave shall not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

The employee has rights to his/her position or similar position/pay when returning from an approved FMLA leave.

Leave for a serious health condition may be taken continuously, intermittently, or on a reduced schedule. If taken intermittently, it must be taken in increments of no less than 30 minutes.

The Company reserves the right to request a second or third medical opinion with regard to serious health conditions. The Company will be responsible for all costs associated with the procurement of a second or third medical opinion. In addition, the employee must provide employer with a fitness for duty report prior to returning to work after a period of leave. The Company may deny an employee’s request for FMLA leave if the notice requirements are not met, especially in the event that such leave would cause substantial or serious economic injury to operations.

Employees are required to exhaust all Time Off with Pay that they may be eligible for during their Leave of Absence. After that, the Leave of Absence is provided on an unpaid basis unless the employee is eligible and approved for Short-Term Disability.

The Company reserves the right to deny reinstatement to key employees if necessary to prevent substantial economic injury to the Company. A key employee is a salaried employee who is among the highest paid 10% of all employees within 75 miles of the employee’s work site. The Company shall notify the employee, as soon as practical, that it may deny reinstatement. If the leave has already begun, the employee who received notice and who elects to return to work by the next business day shall not be denied reinstatement.

In the event the employee seeks employment elsewhere during the period of leave, employee’s employment with the Company will be deemed voluntarily terminated. Furthermore, if an employee does not return to work when released by his or her health care provider, the employee will be deemed to have voluntarily terminated his or her employment with the Company.

The employee will remain an active employee for as long as he/she is eligible for FMLA leave.

If the employee does not return to work after the FMLA leave is exhausted and if Leave of Absence exceeds more than 90 days, for any reason, the employee will automatically be terminated.

Employees on this type of leave may be eligible for short-term disability benefits (see Disability Section 1). When short-term disability benefits have been exhausted, the employee may be
eligible for Long-Term Disability benefits.

**Personal Leave**

Employees may apply for a Personal Leave of Absence if none of the other types of leave is applicable. The employee’s manager must approve the leave.

Employees are required to exhaust all Time Off with Pay that they may be eligible for prior to taking the remainder of the leave as unpaid.

If approved, the Company will attempt to retain the employee’s position or comparable position for as long as the leave is approved on the Request for Leave of Absence form. During the leave, the employee will remain an active employee. If Leave of Absence exceeds more than 90 days, for any reason, the employee will automatically be terminated.

Employees on personal leave have no rights or guarantee for a job upon their return from leave.

**Military**

Employees serving as reservists or who are called to active military duty must present military orders to request a Military Leave of Absence. When possible, notice of military leave must be given to the employee’s immediate manager and the Benefits department 30 days prior to the leave period. Employees may request military leave for other service in one of the United States’ armed forces.

The Company will pay up to 30 days per calendar year for military pay differential. If the employee receives a check from the government for military duty during the period of leave and the employee has been paid by the Company during the same period, the employee must forward a copy of this check to the Benefits department. This will be used to adjust the amount of full salary that was paid to the employee.

The employee will remain an active employee for as long as eligible for military leave.

If the employee does not return to work after military leave is exhausted and is not approved for some other type of leave, the employee will be terminated.

The employee has rights to his/her position or similar position/pay while on approved military leave.

While the employee is out on Military Leave, the Company will continue to provide the employee with group health benefits, if applicable, during the leave period. Employee will be responsible for paying any applicable employee premiums/contributions required.
Short-Term Disability (STD)

Initial steps for filing a STD claim follow the Non-FMLA and FMLA leave procedures outlined above. In other words, an employee must request a leave of absence first.

STD is a benefit offered to regular, full-time, benefit-eligible employees and 100 percent paid for by the employee. This benefit provides supplemental income up to 60% of an employee’s base annual salary up to a maximum benefit of $1,000 per week for up to 13 weeks in the event they are unable to work due to an injury or illness not associated with work.

STD must be elected by regular, full-time, benefit-eligible employees during their initial new hire enrollment or first Open Enrollment period. An employee must complete an Evidence of Insurability form if he/she does not initially enroll during new hire enrollment or first Open Enrollment period, but chooses to enroll during any subsequent open enrollments.

The employee pays for STD through semi-monthly payroll deductions.

STD may be taken concurrently with non-FMLA medical leaves or FMLA leave relating to an employee’s specific medical condition and eligibility requirements.

Employees are required to use Time Off with Pay during the waiting period for an illness. Employees are also required to use a percentage of Time Off with Pay per day to supplement the amount being paid by the STD plan until all Time Off with Pay has been exhausted.

To file a STD claim, employees must submit the Disability Claim form to the benefits department by fax to 1-800-942-6959.

Employees living in NY, NJ, HI, CA, RI or Puerto Rico must file for STD benefits through their state, as this benefit is not available through the Company in those states.

Provided the employee is not on FMLA leave concurrent with STD, the Company will attempt to retain the employee’s position or comparable position for as long as the leave is approved on the Request for Leave of Absence form. During the leave, the employee will remain an active employee. If Leave of Absence exceeds more than 90 days, for any reason, the employee will automatically be terminated.

Long-Term Disability (LTD)

LTD provides supplemental income that equals 60% of your base annual salary up to a maximum monthly benefit of $8,000 once approved after a 90-day waiting period.

LTD is 100 percent paid by the Company.

If Leave of Absence exceeds more than 90 days, for any reason, the employee will automatically be terminated.
If the insurance carrier later disqualifies an employee from LTD, he/she must reapply for employment with the Company.

Employee has no rights or guarantee for a job upon termination of LTD.

Procedures:

Any employee who is interested in taking a recognized leave of absence must provide his or her manager with at least thirty 30 days notice. If 30 days is not practical, the employee must present valid documentation to support the extenuating circumstances. The Company may deny an employee’s request for leave if the notice requirements are not met, especially in the event that such leave would cause substantial or serious economic injury to operations.

The Company may request a recertification of the employee’s or family member’s condition every 30 days or more often if circumstances warrant such a request.

The Company reserves the right to request a second or third medical opinion with regard to serious health conditions. The Company shall be responsible for all costs associated with the procurement of a second or third medical opinion.


The form must be signed by the employee and the manager and returned to the Benefits Department.

Required forms:

<table>
<thead>
<tr>
<th>Leave</th>
<th>Forms and Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-FMLA</td>
<td>Request for LOA form</td>
</tr>
<tr>
<td></td>
<td>Certificate of Health Care form</td>
</tr>
<tr>
<td>FMLA</td>
<td>Request for LOA form</td>
</tr>
<tr>
<td></td>
<td>Certificate of Health Care form</td>
</tr>
<tr>
<td>Military</td>
<td>Request for LOA</td>
</tr>
<tr>
<td></td>
<td>Military orders</td>
</tr>
<tr>
<td>Short-Term Disability</td>
<td>Disability Claim Form</td>
</tr>
<tr>
<td>Personal</td>
<td>Request for LOA</td>
</tr>
</tbody>
</table>
The manager and/or the employee shall notify the Benefits department of the scheduled leave by submitting necessary and required paperwork. Fax to 1-800-942-6959.

The Benefits department will return incomplete or incorrect paperwork to the employee. The employee must re-submit completed paperwork.

The Benefits department will process all completed paperwork.

The Benefits department will send the employee a LOA Status Letter indicating the LOA status and details of the leave.

If approved, the Benefits department will place the employee on a leave of absence.

**Benefit Premiums**

While on a leave, the Benefits department will invoice employees for any applicable employee benefit premiums required.

For each pay period of missed benefit premiums, the Benefits department will send an invoice to the employee detailing monies owed.

The employee will be responsible to send a check to the Company covering their benefit premiums.

Three (3) attempts will be made to collect the premiums and if the employee has not made his/her benefit premiums payment after the third invoice is sent, a Termination of Benefits and Final Warning letter will be sent to the employee.

If benefit premiums are not paid within the grace period specified by the Termination of Benefits and Final Warning letter, the employee’s benefits will be cancelled retroactively to the date in which the last payment covered.

If there are outstanding benefit premiums owed upon the employee’s return to work, the benefit premiums will be withdrawn from the employee’s first paycheck unless otherwise agreed upon by the Benefits department.

**Communications**

Employees on a Leave of Absence must stay in communication with the Benefits department at least every two (2) weeks and provide updates on their Leave of Absence status.

**Returning from Leave**

Prior to returning from a Leave of Absence, the employee and the manager must notify the Benefits department. The employee must provide a return to work release from a medical care provider if out on medical leave or FMLA leave, or a copy of military discharge papers if returning from military leave.
If an employee does not return from a leave of absence and does not give notice, they will be terminated for job abandonment. For further information on termination, please refer to the Types of Leave section of this document.

**Reservation of Rights**

The Company reserves the right to interpret, modify, amend, or terminate this policy without prior notice.

**Direct inquiries:** Human Resources, Manager of Benefits  
**Approved by:** SVP, Human Resources  
Director, Human Resources
In the event of the death of an immediate family member, regular, full-time, benefit-eligible employees, with more than 30 days of continuous service with the Company, may be granted the necessary time off from work to make funeral arrangements and/or attend the funeral, memorial and/or burial. Such time off shall not exceed a maximum of three (3) working days up to eight (8) hours per day. Regular, full-time, partial-benefited employees with more than 30 days of continuous service may receive up to a maximum of three (3) working days up to four (4) hours per day.

The employee shall only be entitled to compensation for loss of time which occurs on regularly scheduled work days. Such leave must be approved by the employee's immediate manager and does not accrue from year to year. In the event such approval is not obtained, compensation will not be provided and the employee's pay will be adjusted accordingly.

The immediate family shall include the following persons: spouse, brother or sister (and in-laws), parents (natural, foster, or step-parents), parents-in-law, child (natural, adopted, foster, or step-child), grandparents, grandparents- in-law, and grandchildren. Pomeroy recognizes the diversity of our employees and various familial situations. In the event of the death of a non-immediate family member, managers may use discretion in determining to grant paid leave as long as he/she can ensure consistency and fairness is maintained. Manager should contact Human Resources for guidance and when questions arise.

If the employee has used the allotted number of days and additional days off are necessary, the employee may take time off without pay upon approval of employee’s immediate manager so long as such leave is documented in employee’s personnel file. Written verification may be requested by the company to substantiate the request for leave. This benefit is not paid in cases such as death occurring during vacation, on paid holiday, or in any other case that would result in the Company paying the employee twice for the same time off. No payment will be made if the employee is on leave of absence or is absent as a result of disability, illness, or other personal business.
Jury Duty

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

In order to be eligible for jury duty leave, the benefit-eligible employee must provide his/her immediate supervisor with a copy of his/her notice to serve. Once this is complete, employees will be paid up to five (5) days for jury duty. Upon completion of jury duty, the employee must give the supervisor an attendance report from the court verifying the actual dates and time of jury duty. If jury duty continues longer than five (5) days, employees may take an unpaid leave of absence. If an employee is compensated for jury duty by the government, while being paid by the Company, the employee should reimburse the Company for the amount received.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
In compliance with the Family Medical and Leave Act, the Company shall provide up to 12 weeks of unpaid, job-protected leave during a rolling 12-month period to "eligible" employees for certain family medical reasons.

An employee is eligible if he/she has been employed by the Company for at least one (1) year, has worked a minimum of 1250 hours for the Company in the preceding 12-month period, and there are at least 50 employees within 75 miles of the employee’s business location.

Specifically leave may be taken:

- To take medical leave when the employee is unable to work because of a serious health condition
- For the birth and care of a newborn child of the employee
- For the placement with the employee of a child for adoption or foster care
- To care for a spouse, son, daughter or parent with a serious health condition
- For the employee whose, spouse, son, daughter or parent is being call to active duty status
- For an employee who has a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces, with a serious injury or illness (up to 26 weeks of unpaid leave)

To determine the amount of leave available, the Company will review the 12 months prior to when the requested leave begins to determine the amount of leave already used, if applicable.

The use of leave shall not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

The employee has rights to his/her position or similar position/pay when returning from an approved FMLA leave.

Leave for a serious health condition may be taken continuously, intermittently, or on a reduced schedule. If taken intermittently, it must be taken in increments of no less than 30 minutes.

The Company reserves the right to request a second or third medical opinion with regard to serious health conditions. The Company will be responsible for all costs associated with the procurement of a second or third medical opinion. In addition, the employee must provide employer with a fitness for duty report prior to returning to work after a period of leave. The Company may deny an employee’s request for FMLA leave if the notice requirements are not
met, especially in the event that such leave would cause substantial or serious economic injury to operations.

Employees are required to exhaust all Time Off with Pay that they may be eligible for during their Leave of Absence. After that, the Leave of Absence is provided on an unpaid basis unless the employee is eligible and approved for Short-Term Disability.

The Company reserves the right to deny reinstatement to key employees if necessary to prevent substantial economic injury to the Company. A key employee is a salaried employee who is among the highest paid 10% of all employees within 75 miles of the employee’s work site. The Company shall notify the employee, as soon as practical, that it may deny reinstatement. If the leave has already begun, the employee who received notice and who elects to return to work by the next business day shall not be denied reinstatement.

In the event the employee seeks employment elsewhere during the period of leave, employee’s employment with the Company will be deemed voluntarily terminated. Furthermore, if an employee does not return to work when released by his or her health care provider, the employee will be deemed to have voluntarily terminated his or her employment with the Company.

The employee will remain an active employee for as long as he/she is eligible for FMLA leave.

If the employee does not return to work after the FMLA leave is exhausted and if Leave of Absence exceeds more than 90 days, for any reason, the employee will automatically be terminated.

Employees on this type of leave may be eligible for short-term disability benefits (see Disability Section 1). When short-term disability benefits have been exhausted, the employee may be eligible for Long-Term Disability benefits.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Direct, Human Resources
In special circumstances, Pomeroy may grant a leave for a personal reason up to 90 days, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of management and the Human Resources Department.

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
Military Reserves or National Guard Leaves of Absence

**CORPORATE POLICY**

| Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

Employees serving as reservists may request a military leave of absence for reserve drills. Pomeroy will pay up to 30 days per calendar year for military pay differential. If the Employee receives a check from the government for military duty during the period of leave and the Employee has been paid by the Company during the same period, the Employee must forward a copy of this check to the Benefits Department. This will be used to adjust the amount of full salary that was paid to the employee. When possible, notice of military leave for reservist drills must be given to the Employee's immediate supervisor and the Human Resources Department 30 days prior to the leave period. Employees may request military leave for other service in one of the United States Armed Forces.

If any period of leave for service in the United States Armed Forces is less than 31 days, the Company will continue to provide the employee with group health benefits, if applicable, during the leave period. However, in the event the leave is 31 consecutive days or more, the Company will terminate employee's group health benefits and the Employee will be given the opportunity to obtain COBRA coverage. If the Employee's military leave is less than 31 days, the Employee shall return to work on the first regularly scheduled work day that falls after his or her return home.

Failure to return to work as prescribed above shall constitute the voluntary termination of Employee's employment with the Company. If the leave period exceeds 31 consecutive days and the Employee is honorably discharged from the respective unit of the United States armed forces and the Employee applies for reinstatement in a timely manner, the Employee will be offered reinstatement in compliance with federal law.

**Direct inquiries:** Human Resources, Manager of Benefits

**Approved by:**

- SVP, Human Resources
- Director, Human Resources
As an Equal Opportunity Employer, Pomeroy is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Direct inquiries: Human Resources, Manager of Benefits
Approved by: SVP, Human Resources
Director, Human Resources
Expenses and Travel

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: May 2011 | Effective Date: April 2011 |

This chapter provides guidelines for business travel and entertainment expenses and the procedures for reimbursement.

To view the Travel and Expense document please visit the Corporate Intranet site at:

http://portal.pomeroy.com/SiteDirectory/hr/default.aspx

Click on the Travel and Expense link and select the New Travel and Expense Policy – 2011, which can be accessed by using the following link:


This procedure applies to all departments and individuals who travel or entertain for Pomeroy in the course and scope of their employment with the Company.

Direct inquiries: The Finance Department
Approved by: SVP, Human Resources
               Director, Human Resources
Non-Exempt Travel Policy

| CORPORATE POLICY | Origination Date: July 2010 | Revision Date: July 2010 | Effective Date: April 2011 |

**Purpose**

The purpose of this policy is to apply the principles of the Fair Labor Standards Act Guidelines to compensable travel time.

**Scope**

This policy outlines the situations when non-exempt (hourly) employees should be compensated for travel time in regards to business related travel.

**Policy**

The following scenarios are applicable to non-exempt (hourly) employees only.

The principles that apply in determining whether time spent traveling is compensable depends upon the kind of travel involved. According to the FLSA, travel time which is "all in a day's work" is work time and is considered compensable. This typically means that travel time is work time if it occurs between when the employee first arrives at the first work site and before the employee leaves the last work site at the end of the work day. The first work site is the place where the employee first performs work duties.

With regard to compensable travel time, the answer is not always black and white. The following scenarios are offered as employee guidelines and are applicable to non-exempt (hourly) employees only.

By way of general guidance, the FLSA provides guidelines as follows:

**Home to Work Travel**

An employee is traveling from home to their place of employment prior to their shift or from their place of employment to home after their shift is considered a typical commute. This time spent traveling is not paid.

**Example:** John drives 30 minutes every morning from his home to his place of employment. He also spends 30 minutes driving from his place of employment to his home. This time would not be paid.

**Home to Work on a Special One Day Assignment in Another City**

An employee who regularly works at one location is traveling for special assignment in another
city. This assignment is designated for one day and the employee returns to their home on that same day. The time spent traveling to the other city would be considered paid time. However, Pomeroy may deduct the time normally spent commuting to the regular work site.

**Example:** John drives from his home to a special assignment at another location 2 hours away. His normal commute to the special location takes 30 minutes. He would be paid for 1 and a half hours of his commute for the special assignment.

**Travel That is All in a Day's Work**

Time spent traveling by an employee as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

**Example:** John is a field technician and it is a requirement of his work to travel to several different sites everyday to perform his job duties. The time spent traveling from one location to another must be paid.

**Travel Away from Home Community**

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is considered work time when occurring during the employee's workday. The time is not only hours worked on regular working days, during normal working hours, but also during corresponding hours on non-working days. Travel away from home, outside of regular working hours, and as a passenger on any form of transportation, is not considered compensable time.

**Example:** John typically works from 8 am to 5 pm. He travels via plane to another city to work on a client site. He flies to another city from 9 pm to 10 pm. This time would not be considered compensable.

Please bear in mind that FLSA guidelines are meant to place parameters around travel situations. All travel situations are different and can have many varying aspects. All travel situations should be examined on a case by case basis.

For more information regarding compensable travel time, please visit:


**Direct inquiries:** Human Resources, Human Resources Generalist

**Approved by:** SVP, Human Resources

**Director, Human Resources**
Purpose

The purpose of this policy is to provide guidelines for company paid allowances for communication, home office and car allowances.

Scope

This policy outlines the allowances for communication, home office and automobile expenses.

Policy

Allowances are defined as monthly payments paid to employees in lieu of expense reimbursement for the above mentioned items. Since this is not a reimbursement for expenses, these are considered taxable income. Qualification for these allowances is determined based on job position need and management approval.

Direct inquiries: Finance Department, Director of Finance
Approved by: SVP, Human Resources
Director, Human Resources
Purpose

To define the minimum signature approval required prior to the commitment or expenditure of resources and assumption of obligations both in the present and into the future on behalf of Pomeroy.

Policy

1.0 It is the policy of Pomeroy to allow only those personnel who have either direct departmental budget responsibility, project budget responsibility or have been identified as a designated financial signatory to hold signature approval authority to commit resources on behalf of Pomeroy. By their signature, the signatory is certifying that Pomeroy has granted them the authority to do so. The signatory is also certifying that they have reviewed the transaction and all related documentation and that it conforms to Company policy and goals as well as all applicable laws. By their signature, the signatory is also certifying that the transaction is within budget and both financially prudent and technologically justified. In no circumstance shall a signatory both initiate and approve the same transaction nor approve payments of any kind to themselves.

2.0 Certain authorities defined by this may be temporarily delegated by the holder of that authority. The delegation must meet the following criteria:

- Delegations shall be to individuals no more than one reporting level below the original holder of the authority where feasible.

- Delegations must be given in written form via e-mail authorization originating from the original holder of the authority. The e-mail should identify delegate(s) by name as well as stating the authority delegated to them.

- Delegates have been advised and must clearly understand that the authority which has been delegated to them is a privilege and not a right. They must also clearly understand that by their signature, they are certifying that the transaction conforms to company policy as well as all applicable laws.
Temporary delegations may be granted to a Designated Financial Signatory for a period not to exceed one year. A Designated Financial Signatory is someone who is given signature authority which would normally exceed the authority granted to them by their title alone and must be approved by the Corporate Controller.

The attached Approval Matrix ("clickable" pointer to matrix document) indicates both level and amount of signature approval for each type of action. For signature authority all references are to U.S. dollars.

3.0 It is the responsibility of each operating company to develop a signature authority policy for all commitments that are below the levels specified in the attached Approval Matrix.

### Cash Disbursements

<table>
<thead>
<tr>
<th>AP Disbursements</th>
<th>Controller</th>
<th>CFO</th>
<th>CEO</th>
<th>Signature Plate (CFO)</th>
<th>Platinum Equity</th>
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</thead>
<tbody>
<tr>
<td>Note: checks &gt;$100,000 require 2 signatures</td>
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<th>Payroll Checks</th>
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<th>CEO</th>
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### Wire Transfers

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<th>Wire Transfers</th>
<th>Controller</th>
<th>CFO</th>
<th>CEO</th>
<th>Signature Plate (CFO)</th>
<th>Platinum Equity</th>
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<tr>
<td>Note: wires or ACHs to GE Capital, Tech Data, and Ingram Micro do not require approval from CEO or Platinum Equity</td>
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</table>
S – Signatory on bank account
A - Approval required

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<th>Over $2.5 million</th>
<th>N</th>
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<tr>
<th>Operating Activity</th>
<th>Buyer</th>
<th>Director</th>
<th>RVP</th>
<th>SVP</th>
<th>General Counsel</th>
<th>Controller</th>
<th>CFO</th>
<th>CEO</th>
<th>Platinum Equity</th>
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<td>Purchasing Inventory with customer PO</td>
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<td>Change in Reserve Balances (judgment accounts)</td>
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<td>Write-Off of A/R</td>
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N – Notification required

Operating Activity

- Purchasing Inventory with customer PO
  - Under $100,000: A
  - $100,000 to $200,000: A
  - $200,000 to $400,000: A
  - Over $400,000: A

- Purchasing Inventory without customer PO
  - Under $25,000: A
  - $25,000 to $100,000: A
  - $100,000 to $300,000: A
  - Over $300,000: A

- Change in Reserve Balances (judgment accounts)
  - Under $500,000: A
  - $500,000 to $1 million: N, A
  - Over $1 million: N, N, A

- Write-Off of A/R
  - Under $5,000: A
  - $10,000 to $49,999: A
  - $50,000 and over: A
## Leases

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<td>Under $50,000</td>
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## Litigation settlements

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## Capital Expenditures / Disposals

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## Bonus Payments

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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $1,000</td>
<td>A</td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>$1,000 to $9,999</td>
<td></td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10,000 to $50,000</td>
<td></td>
<td></td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over $50,000</td>
<td></td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To CEO and all SVPs</td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

## Employee Agreements

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total comp &lt; $250,000</td>
<td>A</td>
<td>A</td>
<td></td>
<td>N</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Total comp &gt; $250,000</td>
<td></td>
<td>A</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Any severance clause</td>
<td></td>
<td>A</td>
<td>N</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

### New Employee Hires

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SG&amp;A employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Infrastructure COGS</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Staffing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

## Sales Approval Thresholds

### Hardware & MFG Warranty Deal Approval Process

<table>
<thead>
<tr>
<th>Total Revenue:</th>
<th>Gross Margins</th>
<th>Approval is required by:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $50,000</td>
<td>0%</td>
<td>TSE</td>
<td></td>
</tr>
<tr>
<td>$50,000 - $2,000,000</td>
<td>0%</td>
<td>RVP Sales or KAM</td>
<td>Email from TSE at time of opportunity receipt</td>
</tr>
<tr>
<td>$2,000,000 - $4,000,000</td>
<td>0%</td>
<td>SVP Sales or CFO</td>
<td>Email from RVP/TSE at time of opportunity receipt</td>
</tr>
<tr>
<td>$4,000,000</td>
<td>0%</td>
<td>CEO</td>
<td>Email from SVP at time of receipt sent to CEO</td>
</tr>
</tbody>
</table>
### Exceptions to the Above Thresholds

| COI and Bill & Hold | All require CFO or Controller approval |

### Technical Staffing Services Deal Approval Process

<table>
<thead>
<tr>
<th>Total Service Revenue:</th>
<th>Gross Margins</th>
<th>Approval is required by:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;= $250,000</td>
<td>&gt;= 20.0%</td>
<td>RVP or KAM</td>
<td></td>
</tr>
<tr>
<td>$250,001 to $1,000,000</td>
<td>&gt;= 20.0%</td>
<td>VP Technical Staffing</td>
<td></td>
</tr>
<tr>
<td>&lt;= $1,000,000</td>
<td>&lt; 20.0%</td>
<td>SVP Sales</td>
<td></td>
</tr>
<tr>
<td>$1,000,001 to $2,000,000</td>
<td>N/A</td>
<td>SVP Sales</td>
<td></td>
</tr>
<tr>
<td>More than $2,000,000</td>
<td>N/A</td>
<td>CEO or CFO</td>
<td></td>
</tr>
</tbody>
</table>

### Non-Managed Services Deal Approval Process

<table>
<thead>
<tr>
<th>Total Annual Service Revenue:</th>
<th>Gross Margins</th>
<th>Approval required for Non-KAM Accounts:</th>
<th>Approval required for KAM Accounts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;= $250,000</td>
<td>&gt;= 25.0%</td>
<td>RVP Sales AND Service Director</td>
<td>KAM</td>
</tr>
<tr>
<td>&lt;= $250,000</td>
<td>&gt;= 20.0% and &lt; 25.0%</td>
<td>RVP Sales AND VP Regional Services</td>
<td>KAM and VP KAM Accounts</td>
</tr>
<tr>
<td>$250,001 to $1,000,000</td>
<td>&gt;= 25.0%</td>
<td>RVP Sales AND VP Regional Services</td>
<td>KAM and VP KAM Accounts</td>
</tr>
<tr>
<td>$250,001 to $1,000,000</td>
<td>&lt; 25.0%</td>
<td>SVP Service Delivery AND SVP Sales</td>
<td>SVP Service Delivery</td>
</tr>
<tr>
<td>$1,000,001 to $2,000,000</td>
<td>N/A</td>
<td>SVP Service Delivery AND SVP Sales</td>
<td>SVP Service Delivery</td>
</tr>
<tr>
<td>More than $2,000,000</td>
<td>N/A</td>
<td>CEO or CFO</td>
<td>CEO or CFO</td>
</tr>
</tbody>
</table>

### Exceptions to the Above Thresholds

Any engagements crossing regions require approval from SVP of Service Delivery and SVP of Sales

---

Goal: CEO to review 2 days prior to final submission
### Managed Services Deal Approval Process

<table>
<thead>
<tr>
<th>Total Annual Service Revenue:</th>
<th>Gross Margins</th>
<th>Approval required for Non-KAM Accounts:</th>
<th>Approval required for KAM Accounts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;= $250,000</td>
<td>&gt;= 25.0%</td>
<td>RVP Sales AND Service Director</td>
<td>Program Manager or KAM</td>
</tr>
<tr>
<td>&lt;= $250,000</td>
<td>&gt;= 20.0% and &lt; 25.0%</td>
<td>RVP Sales AND VP Regional Services</td>
<td>KAM and VP KAM Accounts</td>
</tr>
<tr>
<td>$250,001 to $1,000,000</td>
<td>&gt;= 25.0%</td>
<td>RVP Sales AND VP Regional Services</td>
<td>KAM and VP KAM Accounts</td>
</tr>
<tr>
<td>$250,001 to $1,000,000</td>
<td>&lt; 25.0%</td>
<td>SVP Service Delivery</td>
<td>SVP Service Delivery</td>
</tr>
<tr>
<td>$1,000,001 to $2,000,000</td>
<td>N/A</td>
<td>SVP Service Delivery</td>
<td>SVP Service Delivery</td>
</tr>
<tr>
<td>More than $2,000,000</td>
<td>N/A</td>
<td>CEO or CFO</td>
<td>CEO or CFO</td>
</tr>
</tbody>
</table>

### Exceptions to the Above Thresholds

Any engagement involving Service Desk must be approved by the SVP Service Delivery
Open Communication

| CORPORATE POLICY | Origination Date: 2006 | Revision Date: March 2010 | Effective Date: April 2011 |

Pomeroy encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Human Resources Department. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
Suggestions

<table>
<thead>
<tr>
<th>CORPORATE POLICY</th>
<th>Origination Date: 2006</th>
<th>Revision Date: March 2010</th>
<th>Effective Date: April 2011</th>
</tr>
</thead>
</table>

Pomeroy encourages all employees to bring forward their suggestions and good ideas about making Pomeroy a better place to work and enhancing service to Pomeroy customers. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Pomeroy.

Direct inquiries: Human Resources, Human Resources Generalist
Approved by: SVP, Human Resources
Director, Human Resources
## APPENDICES

### Stop Payment and Reissue Form

#### Stop Payment Request Form  (rev 12-1-05)

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Check Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Address:</td>
<td>Check Number:</td>
</tr>
</tbody>
</table>

### Explanation / Reason

<table>
<thead>
<tr>
<th>Explanation for Stop payment request</th>
</tr>
</thead>
</table>

#### Payroll Processing – Stop payment request

<table>
<thead>
<tr>
<th>Hiring Category (from Approval Matrix):</th>
<th>If no, Please provide explanation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was the Stop payment processed?</td>
<td></td>
</tr>
<tr>
<td>Payroll Request Submitted By:</td>
<td>Date: Finance</td>
</tr>
<tr>
<td>Payroll Request Response By:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

#### Payroll Processing – Reissue request

<table>
<thead>
<tr>
<th>Check number:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Instructions:

1. Complete all appropriate information in the form.
2. Save the form with this name format: “Stop Payment Request Form – John Doe.doc”
3. Email the form to import1@pomeroy.com.
4. Payroll will work with Finance and the Bank to ensure the Direct Deposit/Stop payment is reversed.
5. Payroll will not reissue until confirmation of the direct deposit reversal or stop payment from bank. Please note that this may take 24 to 48 hours.
Exit Interview Document

Your opinion is important to us.

Name (optional): ___________________________ Supervisor (optional): ________________
Department: ___________________________ Positions: ___________________________

I have been with Pomeroy for (check the box that applies):

- Less than 6 months ☐
- 6 to 12 months ☐
- 1 to 3 years ☐
- 3 to 5 years ☐
- 5 to 10 years ☐
- 10 to 15 years ☐
- 15 years or more ☐

<table>
<thead>
<tr>
<th></th>
<th>Why are you leaving the company?</th>
<th>Personal reason</th>
<th>Medical benefits</th>
<th>Quality of supervision</th>
<th>Work environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Please explain your reason(s) for leaving in more detail.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>What suggestions for improvement do you have for us?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If we implemented those suggestions, would you return to work here? Yes ☐ No ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Would you recommend this company to your friends as a good place to work? Yes ☐ No ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>In this section, please rate the following statements:</th>
<th>Strongly agree</th>
<th>Somewhat agree</th>
<th>Somewhat disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>I believe that I was treated like a valuable member of the company.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7.</td>
<td>My immediate manager let me know when I was doing a good job.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>8.</td>
<td>My immediate manager was approachable and willing to listen to me.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>9.</td>
<td>I felt free to suggest to my manager changes that would improve my department.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>10.</td>
<td>My job duties and responsibilities were clearly defined.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>11.</td>
<td>Pomeroy offers opportunities for advancement to those who want a career with the Company.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>12.</td>
<td>I received the proper training in order to perform my job effectively.</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
In this section, please rate the following statements:

<table>
<thead>
<tr>
<th></th>
<th>Strongly agree</th>
<th>Somewhat agree</th>
<th>Somewhat disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>I believe my salary was fair and commensurate with my job duties, skills, and education.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>14.</td>
<td>I was given the opportunity to use my skills and abilities in my position.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>15.</td>
<td>I was given an opportunity to expand my skills or develop new skills and/or abilities.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>16.</td>
<td>Employee problems and complaints were resolved fairly and promptly in my department.</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

If I had questions or concerns, I felt comfortable speaking with:

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>My immediate manager</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Upper management</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Human resources</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

In this section, please rate the following statements:

<table>
<thead>
<tr>
<th></th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>How would you rate the Employee Recognition Program at Pomeroy?</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>How would you rate your sense of accomplishment?</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Please rate the benefits that you received at the company (keeping in mind the benefits offered by other companies that you have worked for):

In this section, please rate the following items:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Dental</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Vision</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Paid Time Off</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>401(k) plan</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Please list any additional benefits that you would have wanted the company to offer:

Additional comments and suggestions (use an extra sheet of paper if necessary):
Internal Transfer Application

Posted Position: ______________________

Today’s Date: ______________________

Name: ______________________________

Address: ______________________________________________________________________

Date of Hire: _______________       Current Position: ________________________

Work Phone: _______________       Time in Current Position: _______________

Home Phone: _______________       Cell Phone: ___________________________

Please describe your qualifications (your background and experience) that make you a good candidate for this position.

Describe your educational background including majors, minors and areas of special interest or study that are applicable to the position for which you are applying.

Highest Degree Earned: ___________________       School: _______________________

List work-related training and certifications.

Why do you wish to change positions?

____________________________________________________________________________

Employee Name ___________________________       Current Manager Name ___________________________

____________________________________________________________________________

Employee Signature ___________________________       Current Manager Signature ___________________________
Virtual Office Agreement

Mr./Ms. Full Name
Address Line
City, State Zip Code

This Agreement, EFFECTIVE DATE or your first day of work, whichever is earlier, is between Pomeroy and FULL NAME, an employee of Pomeroy. Except for the additional conditions expressly imposed on Employee under this Agreement, the conditions of Employee’s employment with Pomeroy remain unchanged.

This document does not constitute a contract of employment, either expressed or implied. At Pomeroy, there is no fixed duration to the employment relationship. Employees can terminate their employment whenever they wish and for whatever reason, just as Pomeroy may terminate any employee at any time for any reason. This is known as employment-at-will.

Work assignments that I will work on and outputs I will produce are:

- Duties in accordance with fulfilling the role of JOB TITLE.
- OTHER NECESSARY DETAILS AS NECESSARY

Virtual Office Location
My Virtual Office location is (give full address):

Mr./Ms. Full Name
Address Line 1 of Work Location
City, State Postal

I agree that my work area is a secure room dedicated to performing the job responsibilities and assigned functions of A/AN JOB TITLE. Details of the room location and description follow:

The room will have
1. a desk
2. filing cabinet(s)
3. a dedicated computer (if applicable)
4. a dedicated phone line for voice communication with voicemail or an answering machine (if applicable)
5. a dedicated data communication service (whether a phone line, satellite or cable) (if applicable)

In establishing this work area, I have determined that all relevant safety practices have been followed, and that this area provides a safe work environment for me and others and who may enter it.

Acceptable Computer and Network Use/Information Security
Pomeroy will/will not provide equipment for this Virtual Office arrangement. If equipment is provided, you must sign a Property Receipt which will be on file with the Corporate Human Resources and the IT Department.

Pomeroy computers and networks are intended for business use. Any personal data stored on corporate systems is done so “at risk.” If any specific personal use, personal software, or personal data is found, the IT Department will take appropriate measures to restore the system to business use as quickly as possible.
Internet use, email, and instant messaging are all subject to monitoring as necessary by the Corporate IT Department. Online gaming using Pomeroy equipment or resources is expressly prohibited.

Accessing or sending offensive content using Pomeroy equipment or resources is expressly prohibited.

File sharing, music sharing, and other “peer to peer” software present substantial risks to the company and are expressly prohibited. Please refer to the Use of Equipment policy in your handbook for additional information.

Work Schedule
My Virtual Office schedule on a weekly basis will generally be as follows:
- Time Zone: Time Zone (no abbreviations)
- Day & time of workweek (Monday – Friday, 8:00 am to 5:00 pm) and additional days and hours as needed
- Travel as required

Time Spent Away from My Virtual Office
I understand that all duties performed from a Virtual Office location must be conducted at the Virtual Office site. Leaving the Virtual Office worksite during work hours for any reason must be approved by my manager. Time spent away from the virtual office during regular work hours may be covered by the Time Off with Pay policy if hours are available; otherwise, time spent outside of the Virtual Office during scheduled office hours is considered unpaid time off. Regardless of whether the time is with or without pay, all time off or away from the virtual office must be approved by my manager.

Contact Information
Please provide the following contact numbers:

Primary Landline: ____________________________
Alternate Landline: ____________________________
Mobile Phone: ____________________________
Pager: ____________________________
Fax: ____________________________
Corporate email: ____________________________
Alternate email: ____________________________

I agree to retrieve my telephone messages at least four times on each scheduled workday while working, but more often if necessary to remain up-to-date and responsive.

Term of Agreement
Upon termination of this agreement, the employee agrees to return company-owned equipment and property. Pomeroy will not reimburse the employee for Virtual Office expenses incurred after the termination date.

Approvals:

Employee’s Signature: ____________________________ Date: ____________________________

Employee’s Name (Print): ____________________________

Manager’s Signature: ____________________________ Date: ____________________________

Manager’s Name (Print): ____________________________